



Executive Coordinator

Position: Executive Coordinator

Organization: The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization whose mission is to serve, build capacity and foster collaboration among and between Mississippi's nonprofit and philanthropic communities.

Reports To: Executive Director

Classification: Full-Time (Exempt), Non-Supervisory Position

MAJOR FUNCTION:

The Executive Coordinator provides direct administrative support and coordinates the day-to-day activities of the Executive Director and relieves the ED of operational and daily administrative functions. The position supports and coordinates administrative, financial, and operational support functions for members of the senior management team as well. Works closely with each department to assist with planning and managing organization-wide projects and serves as a liaison between the ED, senior management, the Board of Directors, and team members.

Essential Responsibilities:

- Manage key functions of the Executive Directors office including maintenance and coordination of calendars, scheduling appointments, coordinating business travel arrangements and filing.
- Assists the ED and senior management team in preparation of materials for meetings and discussions ensuring all necessary information and data are prepared to support successful appointments and deadlines.
- Answer and respond to phone calls and emails as needed and draft correspondence as required on behalf of the ED.
- Provide support for the Board of Directors and other meetings including the management of calendars and scheduling for quarterly board meetings and committee meetings as needed.
- Prepare board and committee meeting agendas, meeting materials and provide logistical support including coordinating dates and times, venues, attendance, agenda, facilities, and technology as needed for meetings.
- Provide administrative support during meetings, including recording of minutes and follow-up on matters arising from meetings including preparation of meeting minutes and reports for distribution.

- Set up and maintain an effective filing system and compile and process invoices and expense reports for submission to bookkeeper.
- Assists the HR consultant with onboarding of new employees to ensure timely processing of new hire paperwork and that employees receive company information such as operation and personnel policies, benefits packets, etc.
- Oversee the management of company policies, including health, dental, vision and comprehensive insurance policies and retirement plans, working with the ED and senior management to ensure timely payments and renewals.
- Will at times, receive, screen and route phone calls, mail, and correspondence to the appropriate staff and managers as needed.
- Assist with managing special projects and events to include member meetings, annual conference, and other organizational initiatives as needed.

Qualifications:

- **Education/Experience:**
Bachelor's Degree preferred but not required (preferably in business, public relations, or communications) with a minimum of 3 years of increasingly responsible administrative experience.
- **Essential Skills and Experience**
 - Working knowledge of nonprofit and/or philanthropic organizations.
 - Interest in and enthusiasm for the nonprofit sector and the administrative field.
 - Outstanding administrative and project management skills, with a high level of attention to detail and accuracy.
 - Proven business and organizational skills and must be highly adaptive to management styles and changing needs.
 - Ability to meet deadlines, prioritize assignments, multi-task, and deal with highly confidential information.
 - Must be able to work independently and as an integral member of various teams.
 - Excellent customer service and relationship building skills.
 - Outstanding verbal and written communications skills are required.
 - Excellent computer skills and comprehensive knowledge of applications such as Microsoft Outlook, Word, Excel, and PowerPoint, Webex, Google suite and ability to learn new software and technology is required.
 - Commitment to strong performance, openness to feedback and apply that guidance to the work at hand.
 - Commitment to having a diverse, equitable and inclusive organization and ability to work with diverse populations is required.

To Apply

Interested candidates should apply at www.indeed.com Keyword(s): Mississippi Alliance for Nonprofits and Philanthropy, executive coordinator.

About The Alliance

The Mississippi Alliance of Nonprofits and Philanthropy is a membership organization serving more than 500 nonprofits and grantmakers across the state. Our mission is to serve, build capacity and foster collaboration among and between Mississippi's nonprofit and philanthropic communities. We value commitments to excellence, trust and accountability and promote a work environment that values respect, fairness, and integrity. The Alliance follows equal employment guidelines and employs personnel without regard to race, creed, color, class, gender, religion, national origin, sexual orientation, age, disability (as prescribed by the Americans with Disabilities Act), veteran status or marital status.