

EXECUTIVE ADMINISTRATIVE COORDINATOR

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

JOB SUMMARY

The Executive Administrative Coordinator plays a critical role in the overall effective functioning of the agency. The position is responsible for a variety of development, donor relations and clerical duties that support the President & CEO in addition to other programmatic needs. Works with the President & CEO to ensure the Willow team has the tools and supports needed for success in providing high-quality and life-saving services to the community. This attentive multi-tasker has an upbeat attitude and excellent communication skills. To be successful, the Executive Administrative Coordinator will always be prepared and responsive, providing polite and professional assistance via phone, mail, in-person and e-mail interactions. Most importantly, this person will have a genuine desire to meet the needs of others and will be a helpful and positive presence in the workplace.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Operations

- Acts as liaison for internal and external communications and inquiries for the President & CEO
- Serves as main point of contact for the Board of Directors; provides support for Board activity including scheduling, note-taking, meeting and materials preparation, and committee support as needed
- Books appointments, organizes and schedules meetings as directed
- Assists with meeting preparation; including creating meeting agendas, recording meeting minutes as assigned, room and supplies setup, making food arrangements and securing meeting locations/rooms
- Arrange and coordinate meetings, conferences, and special events, as directed
- Performs general clerical duties, such as copying, faxing, mailing and filing as required
- Receives, opens and routes mail; assists with outgoing mailings
- Maintains agency records in compliance with record retention policies
- Manages projects and initiatives as assigned, including data collection, tracking progress on initiatives, and monitoring progress that affects the objectives and goals of the agency

Donor Relations

- Prepares materials for CEO & development meetings, including prospect profiles and materials
- Inputs daily gifts and information into donor database with 100% accuracy
- Maintains updated constituent records, tracks prospect activity and prepares donor correspondence including reports and acknowledgement letters
- Accepts in-kind donations at drop-off locations during scheduled times
- Assists in special events, agency team building, and fundraising activities

Other Duties as Assigned

- Provides support to the Executive Leadership Team for key initiatives
 - During peak periods of grant submissions, financial audits, inspections and events
- Maintains confidentiality in all aspects of client, staff and agency information
- Attends and participates in agency trainings and staff meetings as required
- Ability to meet deadlines and maintain professional composure in a changing environment
- Any other duties as may be assigned

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and reach with hands and arms.

REQUIRED EDUCATION AND EXPERIENCE

- ✎ Associate's Degree
- ✎ Minimum of three to five years of experience in providing administrative support to a Senior Executive

PREFERRED EDUCATION AND EXPERIENCE

- ✎ Bachelor's Degree
- ✎ Five to seven years of experience in providing administrative support to a Senior Executive

QUALIFICATIONS

- ✎ Valid New York State Driver's License required. Local travel required daily
- ✎ Notary Public License preferred; if not currently licensed, selected candidate must be able to sit for and pass the notary exam within first six months of employment
- ✎ High level of proficiency with Microsoft Office
- ✎ Ability to manage an Microsoft Outlook calendar
- ✎ Experience with Raiser's Edge or other fundraising databases
- ✎ Strong command over written and verbal communication
- ✎ The ability to select, develop, and motivate people and create a positive work environment is essential
- ✎ Excellent organizational skills, adaptable and flexible
- ✎ Ability to prioritize and multitask
- ✎ Strong interpersonal and problem solving skills
- ✎ Must be able to display a high degree of professionalism
- ✎ Ability to think creatively and outside the box
- ✎ Ability to work a flexible schedule is required
- ✎ Ability to work occasional evenings and weekends required

HOW TO APPLY

Submit cover letter and resume by mail or email:

◦ Mail: P.O. Box 39601, Rochester, NY 14604 ◦ Email: HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.