



Position Title: Executive Coordinator

FLSA Status: Non-Exempt

Department: Administration

Date Completed: October 2025

Position Summary:

The Executive Coordinator is the primary point person for callers and guests and provides high quality support for the President, donor customer service, and YCCF's Board of Directors. The Executive Coordinator instills confidence and works collaboratively in a team environment with all members of the Community Foundation staff. The position requires a professional commitment to the importance of donor relations and customer service across all stakeholders.

Essential Responsibilities and Duties:

1. Uphold and model YCCF's Core Values, including community first, action oriented, innovative and collaborative, integrity, and humility.
2. Manage President's calendar, meetings, and event logistics.
3. Support board and committee administration: scheduling, materials, minutes, and member updates.
4. Maintain committee access on committee portal and update member info.
5. Provide administrative assistance to development functions, like responding to donor inquiries, and preparing presentations and donor materials.
6. Draft and send donor and stakeholder communications, as necessary.
7. Assist with donor database management, fund maintenance, and gift processing.
8. Monitor obituaries for record updates and sympathy outreach.
9. Provide support for special events, initiatives, and projects.
10. Provide support to Women's Giving Circle – coordinate meetings, events, membership tracking, gift processing, and communications.
11. Provide front desk reception and visitor hospitality.
12. Coordinate meeting rooms, setups, and office upkeep.
13. Manage mail, supplies, vendor services, and office maintenance.
14. Assist with mailings, filing, and general office tasks.
15. Schedule staff meetings and trainings.
16. Manage stakeholder acknowledgements including congratulatory messages and special greetings.
17. Perform other duties and projects as assigned.

Essential Skills Required:

1. Skilled in Microsoft Office (Excel, Outlook, PowerPoint, Word),
2. Strong written and verbal communication across diverse audiences; accurate meeting documentation.
3. Handle sensitive financial data with discretion.
4. Skilled in scheduling, calendar management, and meeting logistics.
5. Ability to manage multiple tasks, priorities, and deadlines efficiently.
6. Proficient in maintaining accurate donor records and updating data systems.
7. Experienced in coordinating meetings, events, and hospitality needs.
8. Ensures accuracy in communications, data entry, and administrative processes.
9. Professional and courteous in interactions with donors, visitors, and partners.
10. Responsive to evolving tasks and willing to support varied administrative needs.
11. Works well with colleagues across departments to achieve shared goals.

Qualifications:

1. Associate's degree or equivalent experience in administration, nonprofit management, or a related field.
2. At least 3 years of administrative experience.
3. Proven experience in administrative support, office coordination, or executive assistance.
4. Experience coordinating meetings, events, or board/committee logistics is highly desired.
5. Availability to work occasional evenings or early mornings for events.
6. Knowledge of nonprofit operations or donor relations is a plus.

Physical Requirements:

1. Ability to work under stress and work additional hours to meet reporting deadlines.
2. Required to sit for extended periods of time.
3. Required to sit, stand, walk; occasionally required to stoop, kneel, crouch.
4. Ability to ascend and descend stairs.
5. Required to reach with hands and arms and push items overhead.
6. Occasional lifting of up to 25 lbs.
7. Required to talk, hear, and see. Vision requirements for this position include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to differentiate between colors.
8. Dexterity is mandatory as this job requires frequent use of hands and fingers, including keystrokes on computer keyboard and calculator.
9. Ability to travel to and from facilities, community organizations, and/or donor locations as necessary. Valid PA Driver's license is required.

Work Environment:

1. The position primarily works in an office environment, seated at a desk for extended periods of time.

2. Frequent and ongoing interaction with employees and guests.
3. The noise level in the work environment is usually moderate.