

JOB TITLE: Executive Coordinator

DEPARTMENT: Operations

REPORTS TO: Executive Director (ED)

FLSA STATUS: Non-Exempt – Full time 40 hours

JOB SUMMARY:

The Executive Coordinator (EC) works with the Executive Director, Program, and Fund Development heads to improve day to day efficiency and facilitate effective communication, both internally and externally. The EC is responsible for providing generous customer service in response to all customers or anyone who has interest in Big Brothers Big Sisters. The key functions of the EC include fund management by class, the discretionary handling of employee information, donor tracking and records, as well as excellent service towards priority tasks within the organization. The EC will work closely with the Agency's accountant in the aspects such as bill paying, documenting income and payroll management. The EC will work closely with the Executive Director on budgeting, fiscal accounting, and administrative management. The EC will oversee all aspects of the data management systems in the agency such as Classy (fundraising software) and Salesforce, including data input. A key function of the EC will be to do grant research and provide accurate and efficient grant facilitation. The EC will be the point of contact for Information Technology support and hardware updates. The EC provides administrative support to the Executive Director.

Key Responsibility Area and specific Duties:

Efficiency

- Establish and implement department procedures to ensure effective and efficient operations
- Manage and communicate agency wide calendar, which will aid in the coordination of staff and board meetings and retreats.
- Provide effective maintenance and implementation of systems which improve quality and productivity in operational areas such as: printing, shipping and handling, expenditures, supplies, technology, maintenance, and security
- Accounts Payable and Accounts Receivable
- Agency Payroll Management
- Reconcile Bank and Credit Card Statements
- Agency Bookkeeper/QuickBooks
- Record all donations, grants, and gifts in fundraising software
- Work directly with ED on all fiscal and grant budgets

Executive Support & Relations

- Recognition and appreciation efforts for staff, Board, and other key constituents
- Conduct and/or ensure the completion of new employee orientations
- Establish and promote positive communication among all team members of BBBSI to increase collaboration and reduce inefficiencies
- Oversee client interactions to ensure a helpful positive experience when calling, emailing, or visiting the office
- Provide administrative support for match support

- Research all local, state, federal, and private grant opportunities and provide a calendar outline for opportunities.
- Collaborate with ED on potential grant opportunities
- Administer grants as outlined for each specific grant, specifically Federal Funding by BBBSA
- Create and maintain a paper & electronic filing system for office,
- Provide administrative support to ED and Board of Directors as well as key agency partnerships for BBBSA
- Oversee completion of the BBBSA agency annual self-assessment;
- Compile reports and other information as requested including monthly and annual reports for monthly finance meetings
- Work directly with accounting firm for audits

Qualifications

- Bachelor's degree preferred
- Belief in the mission of BBBS;
- Excellent communication skills;
- Excellent organizational skills,
- The ability to adhere to a strict criterion in format and operation;
- The ability to work weekends and evenings when necessary;
- An automobile or access to an automobile;
- Proficient in Excel, QuickBooks, Word, Outlook

Working Conditions / Physical Demands:

The EC may be required to sit or stand for prolonged periods of time and carry 20-30 pound objects for a short distance.

General

- Able to meet deadlines, solve problems independently, and work well in groups
- Excellent verbal and written communication skills, emotional maturity, good judgement, integrity, flexibility, resourcefulness, and enthusiasm
- Ability to communicate well to all community members and organizations regardless of age or demographics
- Excellent time management and organization skills. Ability to manage multiple projects and deadlines is a must
- Represent BBBSSCI in a professional appearance, attitude, and manner at all times, providing courteous service to both internal and external constituents and presenting a positive image of BBBSSCI
- Abide by BBBSSCI policies, practices, and confidentiality
- Able to pass a background check consisting of Federal Fingerprinting, National Sex Offender, Criminal History and driving

The above description may be subject to change to meet the needs of the Agency

Equal Opportunity Employer

Big Brothers Big Sisters of South Central Indiana is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, sex, religion, national origin, age, disability, sexual orientation, or any other category protected by federal, state, or local law.

By Signing

You agree to attend required meetings and events as scheduled and abide by BBBSCI policies and practices.