

Job Opportunity **Administrative Coordinator**

Organization Profile:

The purpose of Philanthropy Partners of the Cape and Islands (PPCI) is to encourage charitable giving, promote cooperation among professional charitable gift planners, and further the education and capabilities of its Members, the professional community and the general public in the field of charitable gift planning. In addition to organizing Philanthropy Day each year, PPCI hosts a series of luncheon and other educational events, networking opportunities, and provides scholarships for professional development for members of the local nonprofit community.

Mission Statement:

PPCI supports the philanthropic community through education, networking, and celebrating the impact of charitable giving
Job Opening: Administrative Coordinator

Status: Part-time, Hourly Position (approx. 15 hrs/week)

Time Frame: Position open until filled

Description of Position: This position provides administrative and organizational support to the PPCI President, Board, all committees (including the Philanthropy Day Conference committee), and membership. The administrative coordinator also serves as the central point of contact for all PPCI general inquiries and any PPCI-related work.

Reports to: PPCI Board President

General Administrative:

- Respond to phone and email inquiries; maintain methods of communication that are exclusively for PPCI.
- Maintain database of sponsors, members, speakers, Board, committee, etc.
- Keep updated current and archived files for all PPCI business
- Establish schedule for supervision meetings with president
- Work with the Board's Executive Committee on process for annual performance evaluation
- Track all hours worked and submit timesheets, with work detailed, to Board President
- Track all out-of-pocket expenses and submit reimbursement forms to Board President
- Send information relevant to PPCI email list, i.e. job postings, etc.
- Work with Treasurer and Glivinski and Associates to coordinate any necessary day to day financial information that is needed to generate financial statements, budgets, etc.
- Manage CFRE process

Board and Committee Meetings:

- Work with president or committee chairs to prepare all necessary meeting materials and communicate with the Board or committee
- Set-up and clean-up of meeting space as necessary
- Attend meetings, record and transcribe minutes

Membership:

- Keep updated contact information i.e. email distribution lists, complete database of member & meeting attendee contact information.
- Correspond with members or prospective members about the membership process (links to forms, annual reminder, etc.)
- Maintain current membership list on website
- Work with membership committee and Board on member stewardship

Marketing and Communications:

- Construct and send professional, branded e-blasts regarding upcoming events, luncheons, etc.
- Maintain active social media presence
- Maintain and update website at least monthly and/or as requested by Board or committees

Event Coordination:

- Work with relevant committees to prepare all content for events
- Take and manage registrations (including for Philanthropy Day)
- Attend all luncheons and networking events
- Coordinate with venues on number of attendees, food, and other meeting needs

Skills and Experience:

Required:

- Strong organizational skills
- Extremely detail oriented and accurate
- Excellent computer skills and proficiency in Microsoft Office (Excel, Word, PowerPoint), Constant Contact, social media platforms, and donor/membership database
- Outstanding organizational and project management abilities
- Working knowledge of marketing and public relations
- Excellent written and verbal communication and interpersonal skills
- Ability to work both as part of a team and independently with limited supervision
- High School Diploma or GED
- Willingness to take on other tasks as required

Desired:

- Bachelor's degree or higher
- Experience with and knowledge of the nonprofit landscape on Cape Cod and the Islands

The Selection Process:

To apply, please send a resume *and* cover letter describing how your experience meets the positions desired skills and qualification, to Pauline Neves, PPCI President, at PPCICapeCod@gmail.com. References may be requested. No phone calls or letters please. Applications will be reviewed and acknowledged on a rolling basis. Position open until filled. See www.capecodphilanthropy.org for more information about PPCI.

PPCI is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.