



Job Title: Executive Coordinator
Department: Operations
Reports to: VP for Operations and Administration
Updated: March 2024
Salary Range: \$67,000-\$80,000

Working at the Vermont Community Foundation

For 38 years, the Vermont Community Foundation has served Vermonters and their families through philanthropy and building stronger communities. Our mission—Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont—provides the bedrock for our workplace culture. Our employees are passionate about making a difference every day. We approach our work with curiosity, respect, and integrity and believe in collaboration, equity, and diversity. When you join our team, your work will matter.

Position Summary

As an executive coordinator, you will be a key player in the executive office, working with staff at all levels and staying informed about internal and external activities. You will have a lot of independence and responsibility in this role. You will also need to be trustworthy, dependable, and professional, and have excellent communication and organization skills, as well as very strong fundamental office skills. You will provide senior-level support to the President & CEO and the Executive Leadership team (ELT) and will serve as the primary liaison with the VCF's Board of Directors and its committees. You will be responsible for supporting the executive office administrative needs, coordinating board activities, and ensuring effective communication and collaboration among internal and external stakeholders.

Essential Responsibilities

- Manage the scheduling and workflow of ELT and executive-level projects
- Arrange and coordinate travel and logistics for the President & CEO and the ELT, both in-state and out-of-state
- Handle a broad set of correspondence needs, such as drafting, editing, and sending letters, emails, and reports
- Record and distribute minutes for ELT meetings, and board and committee meetings
- Track and report on organization-wide compliance matters, such as policies and procedures
- Schedule and conduct orientations for new board and committee members, and provide ongoing support and guidance where appropriate
- Provide administrative support for the ELT's work related to the VCF's supporting organizations (currently Let's Grow Kids, ACAF, McClure, and Curtis)
- Maintain and update executive records and files, both physical and digital
- Provide logistical support to the board, including coordinating board and committee meetings, preparing materials, and managing board communications
- Communicate regularly and effectively with board members and other stakeholders
- Schedule and monitor public investment performance calls and other public-facing events involving the board and its committees

- Coordinate board activity through subcommittees, such as Finance, Nominating, Investments, and Governance & Strategy
- Work alongside other administrative and operations staff to ensure buildings are well maintained and serve as the contact person for building vendors
- Coordinate workspace reservations for staff in the Burlington or Middlebury offices (currently using the Eden Desk app)
- Oversee mail distribution and office supplies for both locations; order supplies as needed
- Approve various operations-related invoices and reconcile credit card for the President & CEO
- Coordinate VCF-wide staff meetings and retreats with support from the Operations Team
- Administer Zoom accounts and other online platforms used by the executive office and ELT
- Perform other duties as assigned or as needed

Key Qualifications

- Minimum of 5 years in an executive administration role
- Experience working with boards
- Superior customer service and communication skills, both verbal and written
- Warmth and friendliness, able to work well with diverse groups and build rapport
- Excellent project management and multi-tasking skills, able to prioritize and meet deadlines
- High degree of personal and professional integrity, able to handle confidential matters appropriately and work with sensitive material
- Experience managing relations with a board of directors or similar governing body.
- Experience working in a nonprofit organization setting a plus
- Creative thinking skills aimed at finding efficiency and improving processes
- Ability to think critically
- Ability to make decisions independently and exercise good judgment
- Ability to work well within a team setting and collaborate with others
- High degree of familiarity in a networked, Microsoft Office environment and other relevant software applications
- Excellent organizational skills and attention to detail
- Ability to travel to events across the state as needed
- Ability to anticipate needs and be proactive

Location: This position is hybrid with access to our offices in Burlington and Middlebury.

Instructions for Applying

Please send your resume and a cover letter to careers@vermontcf.org. Applications will be accepted until the position is filled.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.