



**Job Title:** Development and Administrative Coordinator  
**Department:** Operations & Administration  
**Reports to:** Executive Coordinator  
**Effective Date:** January 2022

### **Working at the Vermont Community Foundation**

For more than 35 years, the Vermont Community Foundation has served Vermont 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 Overview**

The Community Foundation is growing, and we are looking for strong administrative and operational skills to provide support to all areas of the Foundation, with 50% time spent in support of the work of the Vermont Women’s Fund. This position will be responsible for providing general administrative support, event assistance, and development-related support to help us advance our mission and have greater impact across the state.

Being a strong administrator requires excellent organizational skills and a talent for multi-tasking and tracking many details. This position will need to be technologically-savvy to be a resource and coordinator for on-site and virtual events. Responsibilities include administrative office duties such as sorting mail and coordinating vendors and suppliers, providing organizing support for events, scheduling meetings, planning development activities, designing flyers, and crafting online and print presentation materials. This is a great role for someone who is detail-oriented and likes working in a support role with a wide variety of responsibilities and independence.

This position will report directly to the Executive Coordinator and will work with both the Operations and Administration team and the Vermont Women’s Fund staff.

### **Essential Functions:**

This role will split time, 50% on Foundation activities and 50% supporting the Vermont Women’s Fund (VWF).

- Work closely with the Foundation’s Executive Coordinator to carry out a variety of administrative support duties
- Coordinate and schedule meetings and appointments
- Coordinate building vendors and suppliers; order and stock office supplies
- Organize office and administrative operations, handle the daily mail, answer phones, and draft administrative procedures
- Communicate with broad group of stakeholders, e.g., board members, staff, donors, and other organizational representatives

- Track multiple projects and timelines
- Assist in planning events for the whole organization, including organizing vendors, catering, materials, speakers, and general logistical support
- Provide general assistance to staff, consultants, supporting organizations, donors, and grantees

Specific to the Vermont Women’s Fund (VWF):

- Work closely with the VWF Executive Director on development activities that may include scheduling fundraising appeals, proposals, and grant reports as well as quarterly newsletters and emails
- Maintain database including VWF Council donors, sponsors, and work groups to support ongoing stewardship, communications, and reporting
- Coordinate VWF Council activities including committee work, coordinating meetings, managing council structure, as well as Women’s Fund annual grants process
- Coordinate regular fundraising reports for the Executive Director, Council, and Campaign Committee with our Finance team
- Provide logistical support for VWF events

Perform other related duties as required.

**Qualifications:**

Our organization’s culture is designed to inspire and empower employees to do their best work every day, and we are committed to creating a safe, inclusive, and positive workplace. In keeping with our core values, we are seeking team players who bring the skills and qualifications named below and who value collaboration, diverse perspectives, and community.

- Excellent organizational skills and problem-solving attitude
- Excellent verbal and written communication skills and the ability to represent the Foundation and its supporting organizations with community members, other foundations, donors, representatives of grantees, and other organizations, etc.
- Demonstrated qualities of a team player, ready to pitch in for any all-hands-on-deck moments
- Strong technology skills, including understanding the interaction of social networking media and development; skilled at Zoom/Teams video conferencing, and supporting software for development (Microsoft Office, Salesforce/FIMS or equivalent)
- Ability to work independently and not afraid to take initiative
- Demonstrated attributes of honesty, respect, and professional integrity
- Ability to maintain confidentiality, possess cultural awareness and sensitivity, and commitment to our core values

**Education**

- Three or more years administrative or development experience or comparable experience in development. Experience working on a capital campaign or high-functioning development department a plus.
- Bachelor’s degree in a business-related field is preferred

**Location**

This position would ideally be based in our Middlebury office.

**Instructions for Applying**

Please send your resume and a cover letter to [careers@vermontcf.org](mailto:careers@vermontcf.org). Applications will be accepted until the position is filled.

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