



## New Mexico Foundation Job Description

Title: Administrative Coordinator
Reports to: Development & Operations Director
Location: Santa Fe, NM
Exempt/Non-exempt status: Non-exempt hourly

### **Summary:**

The Administrative Coordinator is the front-line staff member supporting administrative functions of the New Mexico Foundation (NMF) and works directly with the Development and Operations Director. The position coordinates office communication on the telephone, online, with staff, and with incoming office visitors. The Administrative Coordinator manages office logistics and provides responsive customer service for people contacting the Foundation. The Administrative Coordinator is also responsible for Board meeting logistics and minutes, maintains calendars, collates, and distributes mail, and processes incoming checks. The Administrative Coordinator creates and maintains filing systems, both electronic and physical. This is a full-time in office position of 32 hours minimum.

### **Responsibilities:**

- Coordinates office logistics
- Answers incoming phone calls and greets visitors and oversees incoming email distribution
- Processes incoming and outgoing mail and email and processes NMF correspondence
- Accepts checks and cash, prepare the daily accounting, and write receipts
  - Maintains list of checks/donations expected by Fundholder and Fiscal Sponsorship projects
- Manages relationships with vendors and applicable contractors
- Schedules meetings and outside events in NMF conference and community room
- Maintains master calendar
- Assists with archives, development and tracking of policies and procedures
- Coordinates NMF board and other meeting logistics:
  - Assembles and distributes all report attachments, creates binders for President and Board Chair
  - Attends board meetings, takes notes, produces board meeting minutes, and related duties
- Maintains NMF records and archives
- Prepares the Community Room for use by guests, including technological functions and overall tidiness
- Provides overall assistance and support to the Development and Operations Director
- Supports Development staff with donor acknowledgement letters and gift data entry in database, as needed
- Provides administrative support to the Program team
- Replenishes supplies for all public areas and restrooms
- Coordinates service providers for building including recycling, landscaping, water delivery, etc.

### **Data Management Coordination**

- In cooperation with the Program Director, assists with updating records from fund holders and fiscals sponsor advisors
- Assists current fiscal sponsorship partners with general inquiries and accept checks for credit to their funds
- Assists with donation notifications

### **Other Support Functions:**

- Back-up to Annual Giving Manager to maintain and update NMF website and social media posts
- Provides administrative support to the Bezos Earth Fund Community Fellow

### **Educational/Experience Requirements:**

- Associate degree or higher educational training
- Ability to write clearly and accurately
- At least 5 years of professional administrative experience, preferably with nonprofit organization(s)
- Proficient in the use of Microsoft Office and web programs

### **Benefits:**

- Competitive salary, based upon experience
- Competitive benefit package including health, life, disability, dental, and vision insurance, 401(k), holidays and PTO.

**If you are interested in additional information or to apply, please go to:**  
[newmexicofoundation.org](http://newmexicofoundation.org)

### **Equal Opportunity Employment**

NMF is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

### **Americans With Disabilities Act**

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

*Disclaimer: The above information indicates the general nature and level of work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. NMF has the right to revise this position description at any time. This position description is not a contract of employment and does not alter employee's at-will employment status.*