



## **Administrative Coordinator – Executive and Board Affairs Catholic Community Foundation of the Diocese of Richmond**

The Catholic Community Foundation of the Diocese of Richmond is seeking an **Administrative Coordinator – Executive and Board Affairs**.

**Summary/Purpose:** The Administrative Coordinator – Executive and Board Affairs is a highly skilled multi-tasker who operates in a fast-paced, ever-changing environment for one of the top Catholic Foundations in the country. This position serves as a key member of the Executive Director's team in supporting the general administration of the Foundation as well as the management of the Catholic Community Foundation Board of Directors.

### **Responsibilities and Tasks:**

#### **Executive Director Support:**

1. Manages the Executive Director's calendar and daily schedule; preparing and disseminating correspondence and communications; answering telephone and in-person inquiries; responding to internal and external e-mails; providing requested materials to internal and external audiences.
2. Acts as the primary person responsible for managing the Executive Director's communications with the CCF Board of Directors, the Bishop of Richmond, parish leadership, and key donors.
3. Reconciles the Executive Director's credit card purchases and invoices.
4. Assists with organizing retreats and training sessions and supporting the Executive Director in strategic planning and decision-making processes.
5. Maintains a high level of professionalism, discretion, and confidentiality in all interactions.
6. Supports the planning, execution, and monitoring of various projects and initiatives, ensuring they align with the Executive Director's priorities.
7. Manages schedules, publicizes, and evaluates various events that the Executive Director may host. Assists in the planning, promotion, and coordination of special events. Events may include workshops to engage donors, pastors, Board members or other key stakeholder groups such as staff retreats and any town hall meetings.
8. Performs any other administrative duties as assigned.

#### **Board of Directors Support:**

1. Coordinates with the Executive Director and Chairs in the creation of draft agendas, draft minutes, and presentations for CCF Board of Directors and Committee meetings.
2. Manages roll call for attending members noting those not in attendance at CCF Board of Directors and Committee meetings. Takes minutes of each meeting noting all the motions as well as the start and end times for the meetings. Prepares the draft minutes from the previous meetings for the Executive Director and Chairs' review.

3. Contacts those responsible for providing presentations and arranges advance calls or Microsoft Teams meetings with the Chairs and/or Executive Director. Coordinates a call or Microsoft Teams meeting with the Board or Board Committee(s) sending all the pertinent materials at least one week in advance.
4. Ensures that meeting room set-up is properly executed, including name tents being accurate and present, adequate food service, a hard copy folder with all necessary materials for Chairs and the Executive Director, and any presentations loaded and ready on the meeting room computer.

**Working Conditions:** The position of Administrative Coordinator – Executive and Board Affairs is a full-time position. Office hours are Monday – Friday, 8:30 a.m. – 4:30 p.m., with an hour for lunch anytime between noon and 2:00 PM.

**Qualifications:**

1. An associate degree is preferred and a minimum of ten or more years of administrative experience (with at least five years supporting senior level management) is required. Applicable experience may include serving in one or more of the following roles: administrative assistant, office assistant, secretary, office manager, executive assistant, or working in public relations, operations management, or event planning. Experience in a nonprofit setting is preferred but not required.
2. Fluency in English and Spanish is preferred.
3. A comprehensive knowledge of computer software applications including the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and board management software is required. Strong computer skills are required.
4. Must possess strong teamwork skills, be able to multi-task in a fast-paced/ever-changing environment, adapt as needed to changing priorities, and respond to requests in a customer-service-oriented manner.
5. Ability to organize, manage projects, take direction, and work independently; maintain confidentiality; and present in a courteous and professional manner.
6. Excellent oral and written communication skills, including the ability to take accurate meeting minutes in a timely manner is required.
7. Demonstrates a deep appreciation for the Catholic Church and a strong understanding of non-profit operations is preferred.

**Summary**

Interested candidates should submit a cover letter of interest, resume and full application.

For any questions, please contact Kelly Shumate, HR Generalist / Recruiter at [jobs@richmonddiocese.org](mailto:jobs@richmonddiocese.org)

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The Catholic Diocese of Richmond is a great place to work. As a diocese, we are a family-oriented and faith-centered group of individuals who welcome the diversity of our people and actively focus on creating a comfortable and productive workplace. We have a long-standing commitment to justice in the workplace, and we are proud of our employment practices that serve over 2,700 lay and religious employees, employers and clergy serving in the Pastoral Center, parishes, schools, and other agencies.