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Office Coordinator

The Community Foundation of Northern Colorado is seeking an Office Coordinator to join its collaborative and dynamic team. This position will provide an opportunity to connect with the most philanthropic aspects of the Northern Colorado region by serving as the hub of the Foundation's fast-paced, paperless office environment that involves confidential information.

The Foundation celebrated its 44th anniversary in 2019 and currently manages more than 500 charitable funds and \$120 million in assets. We distribute millions of dollars each year in grants and programs, and more than 60 nonprofit organizations have entrusted their permanent endowment funds to the Foundation. While we serve donors throughout the state, our service area focuses on Larimer County and the eastern plains of Colorado. We employ 13 FTEs, and in 2014 we were recognized as Colorado's "Foundation of the Year."

The Foundation's mission is to inspire and unify the communities we serve, and we do this by serving as a thought leader, a nonpartisan convener, and a catalyst for community initiatives. Leadership projects include:

- Serving as an advocate and funder for downtown revitalization in Loveland.
- Raising and distributing millions of dollars for mid-range and long-term recovery needs related to the fires of 2012, the floods of 2013, and the hurricanes of 2017.
- Serving as the Regional Champion for Colorado Gives Day in Larimer County.
- Strengthening the local nonprofit sector by providing coaching and consulting.
- Supporting regional discussions about water — a central issue related to conservation, regional planning, agriculture, and economic development.

Serving as the long-term steward for charitable funds is a multifaceted role that requires our employees to efficiently manage multiple projects and priorities, be knowledgeable about evolving needs in our region, and successfully prepare for and complete follow-up actions.

Applicants must have at least two years of full-time administrative work experience. A bachelor's degree and nonprofit experience are preferred. **The Office Coordinator will replace a staff member who was promoted within the Foundation and will be trained by that individual.**

We are specifically seeking applicants that have demonstrated exceptional attention to detail, unwavering integrity, and a commitment to confidentiality. The successful candidate will be a flexible, forward-looking thinker who actively seeks opportunities for improvement and proposes solutions. Applicants should have both an aptitude for, and ability to effectively utilize, technology tools and services that allow our team to operate in a highly efficient environment (examples include Raisers Edge, Asana, G-Suite, and Dropbox).

This employee must embrace our team's Statement of Values, which emphasizes servant leadership, positivity, trust, and confidentiality. Applicants should also be personable, energetic, engaging, polished, and have the knowledge and demeanor required to interact with constituents in a manner that demonstrates the benefits of having a relationship with the Community Foundation.

The Foundation offers a competitive salary and benefits package. An offer of employment will be subject to a positive reference from the applicant's most recent employer, a signed Confidentiality Policy acknowledgement, and a standard background check. The Foundation owns an office building in southeast Fort Collins, which is easily accessible from surrounding communities such as Loveland, Windsor, Timnath, and Severance.

Applicants should carefully review the job description, visit NoCoFoundation.org, explore [Facebook.com/NoCoFoundation](https://www.facebook.com/NoCoFoundation), and read [our Annual Report](#) prior to submitting a cover letter and resume **as one combined PDF file using the form available at NoCoFoundation.org/jobs.**

Applications will be **reviewed on a rolling basis until October 4th** or until the position is filled.

Office Coordinator

Classification: Exempt

Supervisor: Chief Financial Officer

Updated: September 2019

This staff member serves as the Foundation's "hospitality ambassador" by welcoming guests, managing building-related functions, overseeing the internship program, and providing administrative support.

Key Responsibilities

Team Collaboration

- Promote trust, demonstrate integrity, provide leadership, and support Foundation priorities as they arise.
- Approach deliverables in a proactive, versatile, and efficient manner. Be aware that projects and communication will often be of a sensitive nature and require the highest level of confidentiality.
- Use technology tools that play a key role in juggling multiple projects with varying deadlines.
- Assign relevant projects to interns, and provide feedback and teaching opportunities.
- Greet visitors, answer calls to the main phone line, and ensure adequate staff coverage during regular office hours.
- Assist with donor-related events/programs as requested, including the Annual Celebration.
- All other duties as assigned by the management team.

Hospitality

- Provide exceptional customer service to all who interact with the Foundation, and ensure that the Foundation office operates in a welcoming, efficient and effective manner.
- Coordinate front desk coverage with team members as needed to make sure that phones are answered and guests are greeted during regular business hours.
- Provide leadership for the Foundation's culture of trust and respect. Work with management team to coordinate team-building opportunities for co-workers.
- Coordinate with Events and Communications Coordinator on in-office events including the Holiday Open House, Colorado Gives Day Rally, donor receptions, and agency education sessions.
- Provide support for in-office meetings, including set-up, catering and refreshments.
- Oversee the Foundation's internship program.
 - Work with CFO to recruit, interview, select, and train the students, as well as to coordinate intern hours with office coverage needs.
 - Work with staff to provide students with valuable professional experience to support their career goals. This will include project management and administrative/office support.
 - Coordinate support from the intern program for the event planning noted above.

Office Management

- Serve as the main contact for use of the board and conference rooms.
- Monitor building needs; work with interns to monitor office, janitorial, and kitchen/meeting supplies; and arrange for the repair and maintenance of office equipment.

Administrative Support

- Coordinate catering for Foundation meetings.
- Provide ancillary support to all team members as needed
- Serve as the hub for in-office communication

- Submit updates and revisions regarding gift receipting and office management instructions in the Office Manual.