TITLE: Administrative Coordinator

LOCATION: Washington, DC (temporarily hybrid)

REPORTS TO: Director, Finance and Operations

TYPE: Full-Time, Exempt

Organization Overview: Exponent Philanthropy is a member-led community of lean funders—those who make grants with few or no staff—where foundation leaders and individuals turn to gain insight, share practices, and seek support in making decisions. Exponent Philanthropy connects them with answers, experts, and peers to create a community of fulfilled and, ultimately, more effective philanthropists. Our vibrant network represents all 50 states and a few international members that embrace a style of philanthropy motivated by personal passion, community need, and a strong desire for better outcomes.

In our team, we look for highly collegial, ethical, bright, and customer service-oriented individuals who have a commitment to quality work. Staff members are passionate about our mission and core values. They are driven by an entrepreneurial spirit and have a strong outcomes orientation. Our members come from all walks of life and so do we. We’re proud to hire great people from a wide variety of backgrounds, not just because it’s the right thing to do, but because it makes our organization stronger. If you share our values and our enthusiasm, you will find a home at Exponent Philanthropy.

Position Overview: Do you thrive on process and checking things off a to-do list? Do you prefer to work in small teams behind the scenes to contribute to the organization’s success? Are you self-motivated, service-oriented, and energized by efficiency? If you answered yes to those questions, the Administrative Coordinator position would be a great fit for you. This position is responsible for coordinating multiple administrative workstreams and processing critical documents and data for the organization. The ideal Administrative Coordinator will be adept at juggling multiple priorities, have an eye for process improvement and a keen attention to detail, excel at communicating with multiple stakeholders, and have excellent data and computer skills. This position is based in Washington DC. We are currently operating in a hybrid office environment.

RESPONSIBILITIES:

Data and Document Processing (50%)

- Provide administrative support for accounts receivable and accounts payable, including donations, membership dues, grants, and renewal mailings
- Process corporate partnership records, benefits tracking, and communications from signing through renewal
- Generate and send donor acknowledgment letters, partner contracts, and correspondence
- Enter and update member, donor, and corporate partner data
- Conduct online research to support prospecting activities
Team Coordination and Reporting (30%)

- Coordinate with membership, development, and operations teams to ensure smooth interfacing and accurate reporting of transactions
- Administer and monitor ongoing program registration processes, including updating registrations to comply with data integrity
- Work with colleagues and vendors to identify and troubleshoot registration issues
- Develop deep understanding of and facility with the organization’s data systems and collaborate with relevant staff members on building consistent data integrity and management processes
- Partner with other administrative staff for cross-departmental projects and office support

Frontline Support (15%)

- Assist users with program registrations, login issues and changes to their Salesforce accounts
- Follow up with program participants and partners on outstanding payments
- Develop a basic understanding of the operations of the organization as well as the general duties of each department/team in order to appropriately route inquiries

Equity Learning and Skill Development (5%)

- Participate actively in staff learning and training activities related to diversity, equity, and inclusion
- Identify, pursue, and recommend opportunities to apply learnings to role, department, and organization as applicable

QUALIFICATIONS

Exponent Philanthropy seeks to not only acquire top talent, but continuously develop and retain top talent. The ideal incumbent will possess proven experience, be committed to continuous learning, and motivated to take on challenges. The qualifications below have been identified to improve the likelihood of employee success, engagement, and satisfaction.

- An associate’s degree, preferred
- 2-3 years of experience in administrative/finance/operations capacity, or
- an equivalent combination of education and experience

Additional criteria include:

- Strong computer skills with a proficiency in Microsoft Excel and other Microsoft Office programs; experience with Asana, Salesforce, Fonteva and/or QuickBooks is desired
- Strong organizational skills with the ability to handle different projects and priorities while coordinating workflow in a deadline-driven and service-focused environment
Motivation to deepen knowledge and skills in data management

Salary and Benefits: The salary range for this position is $45K - $55K, commensurate with experience. In addition, Exponent Philanthropy offers a competitive suite of benefits, including fully covered health insurance for the first year, and a subsequent benefits package equal to 21% of salary to cover your choice of health, dental, vision, disability, and/or life insurance, and 401(k) retirement contributions. Our total benefits offering is designed to support employee wellness while also providing the flexibility to customize your package.

To Apply For Position: Interested parties should email cover letter, resume and salary expectations to hr@exponentphilanthropy.org and include “Administrative Coordinator” in the email subject line. Applications will be accepted until the position is filled. Incomplete applications will not be considered. Although we value initiative, we cannot field phone calls regarding the position.

Exponent Philanthropy is committed to fostering a diverse, equitable, and inclusive environment. We are proud to be an equal opportunity employer. Our organization recruits, hires, trains, and promotes persons in all job titles without regard to race, color, religion, national origin, sexual orientation, marital status, personal appearance, familial status, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, gender or age (except where gender or age is a bona-fide occupational qualification, as defined by law), genetic information, or physical or mental disability (except where the disability prevents the individual from being able to perform the essential functions of the job and cannot be reasonably accommodated in full compliance with the law).