



**JOB TITLE:** Executive Coordinator  
**FLSA STATUS:** Full-Time; Non-exempt  
**Date:** June 2024  
**REPORTS TO:** President and CEO  
**Grade:** 10

### **ORGANIZATIONAL MISSION**

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaborations on community issues.

### **PRIMARY PURPOSE OF JOB**

The Executive Coordinator is responsible for providing high-level support and administrative assistance for the President/CEO, coordinating the activities of the Community Foundation of the Ozark's board of directors including serving as secretary of the board and working with and supporting other members of the CFO's staff leadership team. All activities will be in alignment with CFO's mission, vision, and values.

### **ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned***

- Perform clerical and administrative duties for the President/CEO such as but not limited to coordinating calendar and schedule, drafting letters, memos, invoices, reports, and other related correspondence and documents.
- Arrange travel and accommodations for President/CEO and CFO staff leadership team.
- Schedule and attend meetings in partnership with and/or on behalf of the leadership team, taking notes, recording minutes and disseminating to staff and/or the board of directors as requested.
- Communicate directly and on behalf of the President/CEO with board members, staff leadership team, full CFO staff, community partners and others as needed.
- Serve as second person of responsibility for the main CFO Springfield office phone. Cover front desk assisting with front desk reception as needed.
- Assist President/CEO with service related to portfolio of funds.
- Assist in creation and monitoring of the department budget.
- Facilitate special projects as needed.
- Coordinates with operations and human resources on activities related to the CFO staff, board, volunteers, and VIPs. Such activities may include sympathy cards, memorials, flowers, celebrations, anniversaries, etc.

#### *Board of Directors*

- Produce and maintain rosters, agendas, packets, manuals, PowerPoints and necessary compliance forms.

- Take minutes for the CFO's board of directors' meeting serving as secretary of the board; maintain records and archives for board of directors.
- Coordinate board and executive committee meetings.
- Support all board level committee meetings including but not limited to investment advisory board meetings, governance committee, grant committees, etc.
- Other duties and responsibilities, as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent verbal and written communication skills in a professional tone.
- Strong interpersonal skill with the ability to work with multiple team members.
- Excellent organizational skills and attention to detail.
- Ability to pay close attention to detail and to ensure accuracy of reports and data.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a fast-paced and at times stressful environment with some times of frequent interruptions.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Ability for absolute discretion related to staff, board members and confidential information.
- Ability to take initiative; to make, form, conceive and visualize thoughts and expressions to produce new methods, suggestions or solutions.
- Ability to organize and prioritize multiple projects/tasks.
- Highly accurate and meticulous recordkeeping.
- Proficient with workplace technology such as audio visual and teleconferencing equipment.
- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint and Outlook. Experience with database work preferred.
- Willingness to work flexible hours including some early mornings, nights and weekends as necessary.

## **CFO CORE VALUES AND COMPETENCIES**

**Integrity:** *Stewardship you can trust.*

**Respect:** *Relationships matter.*

**Leadership:** *Collaboration creates solutions.*

**Vision:** *Our focus is forever.*

**Building Trust** – *Interacting with others in a way that gives them confidence in one's intentions and those of the organization.*

**Constituent Focus** – *Ensuring that the constituent perspective is the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent's needs.*

**Building Strategic Work Relationships:** *Developing and using collaborative relationships to facilitate the accomplishment of work goals.*

**Engagement Readiness:** *Demonstrating a willingness to commit to one's work and to invest one's time, talent, and best efforts in accomplishing organizational goals.*

**Planning and Organizing:** *Establishing courses of action for self and others to ensure that work is completed efficiently.*

**Quality Orientation:** *Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.*

**EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

- High school diploma or equivalent GED is required. Associate's Degree in business administration, business technology, or other related field is preferred.
- Bachelor's Degree or equivalent professional experience is a plus.
- Prior experience in office administration or executive assistance is preferred.
- Must possess a valid driver's license and have a good driving record.

**PHYSICAL CONTEXT AND WORK ENVIRONMENT**

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to see to read documents/reports and use computer.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.			X	
<b>Standing/Walking:</b> Must be able to move about the work area.		X		
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor.	X			
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 pounds with or without reasonable assistance.	X			
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X

**WORKING CONDITIONS**

This position will be based at the CFO's Springfield office, with some flexibility permitted for remote work. The office work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise. Normal business hours are generally Monday through Friday 8 to 5 with an hour lunch.

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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Employee Signature

Date