

**Position: Executive Coordinator**

Reports to: Chief Executive Officer

Position Status: Full Time, Exempt, Benefits, EOE

**Scope of Position:** The Executive Assistant will work directly for, and with, the CEO to increase organizational effectiveness. The primary functions for this role include support to the United Way of Larimer County Board Chair and CEO, project management, completion of tasks related to the CEO's meetings and priorities, scheduling / meeting reminders / logistics / etc., for both the Board of Directors and CEO and ensuring that internal and external executive tasks are completed accurately and on time. The position will require strong communication skills and will interface with both internal and external stakeholders on a daily basis. Excellent customer service skills, a focus on solutions, a positive attitude and attention to detail are required.

**Essential Job Functions:**

- Manage and organize office supplies for United Way of Larimer County; make recommendations for vendor and bulk order cost savings
- Manage calendar, meeting logistics and reminders, and correspondence for Board of Directors
- Manage agendas, meeting reminders and act as liaison with staff for Board reporting
- Manage Board portal, update website with announcements, respond to Board requests, act as liaison between United Way staff, CEO and Board
- Write draft correspondence on behalf of Board Chair and CEO
- Set and manage calendar, messages and staff requests for CEO including appointments, travel, meeting logistics, and internal deadlines
- Provide project management for executive office initiatives
- Attend and take notes for Leadership Team meetings; create action items and assignments for staff
- Manage deadlines for CEO and staff tasks; ensure follow up and completion of time-sensitive tasks
- Work collaboratively with all staff / cross-departmental teams to ensure accurate and timely completion of financial, strategic goal and cross departmental projects
- Manage projects related to Board development.
- Research best practices related to United Way of Larimer County focus areas. Produce reports as necessary for CEO and Board.
- Track all organizational grants and contract information

(continued)

## **Qualifications:**

### **Education:**

- Bachelor's degree required
- Minimum three to five years of professional experience in program or office management
- Project management experience preferred

### **Required Skills and Experience:**

- Minimum of two years relevant professional experience
- Exemplary writing, editing and communication skills
- Outstanding customer service skills
- Ability to effectively and confidently communicate with individuals at all levels of professional experience, including C suite executives
- Attention to detail
- Tact, discretion and ability to handle confidential donor and organization information
- Ability to multi-task
- Strong implementation skills
- Organized
- Willingness to work a flexible schedule, including occasional evening and weekend hours

### **To Apply:**

Send resume and cover letter to [jobs@uwaylc.org](mailto:jobs@uwaylc.org) with Executive Coordinator in the subject line.