

Reports to: Vice President, Community Leadership (with a dotted line to VP, Philanthropy)
Status: Non-Exempt

Job summary

The Administrative Assistant provides administrative and operational support to the Vice President of Community Leadership and Vice President of Philanthropy. This role serves as a trusted coordinator, managing complex schedules, organizing meetings and projects, supporting committee activities, maintaining accurate records, and facilitating communication with internal and external stakeholders.

Success in this role requires exceptional organization, attention to detail, sound judgment, and the ability to anticipate needs, manage competing priorities, and handle confidential information with professionalism. The Administrative Assistant plays a key role in enabling both departments to operate efficiently while supporting a collaborative, responsive, and well-organized work environment.

Essential Duties and Responsibilities

Executive and Administrative Support

- Provide day-to-day administrative support to the Vice President of Community Leadership and Vice President of Philanthropy, helping both leaders stay organized, prepared, and focused on strategic priorities.
- Coordinate meetings and administrative activities across both departments, anticipating needs and ensuring details are handled proactively.
- Prepare agendas, meeting materials, presentations, correspondence, spreadsheets, and other documents.
- Maintain organized department files, records, and administrative systems to support efficient and consistent operations.
- Process expense reports, reimbursements, and other routine administrative requests.
- Identify opportunities to streamline administrative processes, improve workflows, and increase team efficiency.

Calendar and Meeting Management

- Manage and coordinate calendars for both vice presidents, balancing competing priorities, resolving scheduling conflicts, and protecting time for high-priority work.
- Coordinate meetings from start to finish, including invitations, attendance, room reservations, technology, materials, agendas, and other logistics.
- Attend key meetings as needed to capture accurate notes, decisions, and action items.
- Maintain clear records of meeting outcomes and follow-up commitments, ensuring action items are documented and routed to the appropriate individuals.
- Prepare and distribute meeting minutes and follow-up communications for internal and external meetings and committees.
- Coordinate occasional travel arrangements, including basic itineraries, accommodations, and logistics.

Relationship and Communication Support

- Serve as a responsive and professional point of contact for internal and external stakeholders on behalf of both vice presidents.

- Coordinate meeting requests, communications, and follow-up with donors, nonprofit partners, professional advisors, board and committee members, and community partners.
- Help ensure stakeholders receive timely responses, information, and follow-up, contributing to a positive and professional experience with Gulf Coast Community Foundation.
- Maintain accurate contact information and relationship records in the organization's CRM and other administrative systems.

Department and Team Coordination

- Support the ongoing priorities and day-to-day operations of both departments through strong organization, communication, and follow-through.
- Document donor and stakeholder interactions, meeting outcomes, and other meaningful touchpoints in the CRM to maintain accurate and timely relationship histories.
- Follow up with team members and stakeholders on outstanding items, bringing potential delays, gaps, or competing priorities to the attention of the appropriate leader.
- Provide administrative support for department meetings, projects, events, and special initiatives as assigned.

Required Education and Experience

- High School Diploma or equivalent
- Minimum of 2 years of experience in an administrative role, including supporting multiple stakeholders (including senior-level staff) and managing calendars for multiple team members
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and general office technology
- Strong organizational skills and attention to detail, with the ability to prioritize and manage multiple competing tasks and deadlines across two or more areas of responsibility
- Strong written and verbal communication and interpersonal skills, with an exceptional customer service orientation and the ability to build positive relationships
- Demonstrated ability to maintain confidentiality and exercise discretion in handling sensitive information
- Ability to work independently and collaboratively with a high degree of professionalism.

Preferred Qualifications

- Experience with project management tools and systems. (e.g. Asana)
- Strong problem-solving abilities and a proactive approach to task management.
- Experience with CRM systems (e.g. Foundant, Salesforce, Raiser's Edge) and donor constituent record-keeping
- Research or analytical experience, such as supporting due diligence, grant review, or similar fact-finding work.
- Experience in nonprofit, philanthropic, community leadership, or mission-driven organization.

General Physical Requirements

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to move, transport, position, install or remove objects weighing up to 10 pounds across office or various outdoor locations.
- Sedentary work involves remaining in a stationary position most of the time. Occasional moving about and maneuvering objects. Occasionally moves items weighing up to 10 pounds, exerting over 10 pounds of force. Recurrent repetitive motion (such as typing) is involved in performing this role.

Working Conditions

- This role requires regular in-person work at the Foundation's offices in Venice and Sarasota. The selected candidate must live within a reasonable commuting distance of both locations and be available to work from whichever office the VP of Community Leadership is using on a given day. Flexibility to move between offices based on operational needs is essential. Occasional remote work may be allowed at the VP's discretion and in alignment with organizational priorities.
- The employee is not substantially exposed to adverse environmental conditions.
- Events may take place off-site and may necessitate exposure to weather elements.
- Ability to work from multiple locations as needed.

Disclaimer

The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship for the employer.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to request that additional or different tasks be performed as directed by the Employer. I understand that the responsibilities of this position may occasionally require extended hours beyond the standard 40-hour workweek, as well as flexibility in scheduling that could include different shifts or work outside typical business hours. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee Name: _____

Signature: _____ Date: _____

I have reviewed the job description with the employee.

Supervisor Name: _____

Signature: _____ Date: _____