

JOB DESCRIPTION

Title: Executive Assistant	Employment Status: Full-Time*
	FLSA Status: Non-Exempt
Reports to: President & CEO	Supervises: No Direct Reports

**See note in the “To Apply” section below regarding part-time.*

OVERVIEW OF CNDC

Are you excited by the idea of working with a nonprofit that supports 70+ charitable organizations across Colorado, giving you the chance to support a wide range of missions that are improving the quality of life for Coloradans? Do you enjoy roles that involve “behind-the-scenes” work? If so, read more about the open position at Colorado Nonprofit Development Center (CNDC), the state’s largest fiscal sponsor (see description of fiscal sponsorship below).

CNDC supports community leaders in launching and managing charitable initiatives that aim to benefit communities. In our 20+ years of operation, we have grown to be a trusted partner whose back-office services and support allow charitable projects to focus on their programming and impact. We currently serve over 70 partner projects (<https://cndc.org/partners-we-support/projects/>) encompassing 100+ employees, and thousands of volunteers. Partner project missions are wide-ranging, and include education, public health, community organizing, environmental protection, and more. Each partner project is different, from groups with multi-million dollar budgets with multiple staff and programs to those that are solely volunteer led with smaller fundraising needs and everything in between. To learn more, visit, www.cndc.org.

As a member of our administrative team (approximately 15 people), you can expect to join a dynamic organization where staff collaborate with each other through and across work groups, teams, and departments. At CNDC, every week can bring something new and different. On any given day, you may find yourself:

- Supporting a new partner project leader with navigating a challenge
- Leaning on our robust processes and procedures to handle one of your day-to-day tasks
- Working with colleagues on our Diversity, Equity, and Inclusion initiative
- Popping into a Zoom team happy hour or attending a locals team lunch
- And much more in between!

We strive to create space for our team to celebrate and build our relationships, whether it be informal time, formal check-in meetings, or spending a week together on team building and development during a biannual in-person reunion week.

Professional Development

CNDC values ongoing learning and development, and staff members are expected to seek opportunities to help them grow in their current positions and as they work towards future

career goals. We support that through paid trainings and providing time off for professional development.

Commitment to Equity and Inclusion

CNDC is committed to racial justice, diversity, equity, and inclusion. In the spring of 2020, we hired consultants to support us in becoming a more equitable organization. Since then, the team and board have significantly changed our policies, practices, and operations to become more equitable and inclusive. We continue to develop our organization at the team, board, and partner project level to promote equity and inclusion. While we have made progress, we still have work to do, and we are looking for team members who will join us on that journey.

What is Fiscal Sponsorship?

Fiscal sponsorship is when a 501(c)(3) nonprofit (CNDC) accepts charitable groups (“partner projects”) under its legal umbrella, allowing them to operate as nonprofits without needing to apply for approval from the IRS. At CNDC, we primarily practice comprehensive fiscal sponsorship (<https://www.fiscalsponsors.org/models-of-fiscal-sponsorship>), meaning there is no separation between CNDC and the partner projects we fiscally sponsor – one bank account, one tax ID number, one insurance policy, one set of books. As the fiscal sponsor, CNDC provides partner projects with back-office services, including accounting, human resources, risk management, grants management, and contract management. We also provide guidance on nonprofit development and thought partnership.

EXECUTIVE ASSISTANT POSITION

POSITION SUMMARY: CNDC’s executive assistant supports the CEO, CFO, and Director of Fiscal Sponsorship in a fast-paced environment. Like all positions at CNDC, the Executive Assistant supports many functions, such as board liaison, administrative assistant, and event planner, and has a broad range of duties from scheduling to IT coordination to mail and phone management. CNDC has a strong customer service culture, and the EA ensures responsive and respectful interactions with the board, partner projects, and external parties. The EA adheres to and promotes CNDC’s values of equity, partnership, respect, learning, and accountability in all their work.

RESPONSIBILITIES:

Executive Support CEO, CFO, and Director of Fiscal Sponsorship

- Provide sophisticated calendar management, prioritizing inquiries and requests while troubleshooting conflicts; make judgments and recommendations to ensure smooth day-to-day operations.
- Handle business registrations and renewals.
- Support developing and implementing CNDC’s policies, procedures, work instructions, and forms.
- Update records in Salesforce, Constant Contact, WordPress, and Microsoft Outlook as needed.
- Provide DocuSign support, including timely envelope management, templates, and account support
- Manage CNDC’s tax receipt process, ensuring accuracy of tax receipts and timely distribution.
- Complete lobbying reports online.

- Adhere to and implement CNDC's current branding on written communication and forms.
- Act as liaison with the website provider and make minor updates to the website.

Overall Administrative Support/Office Space/Phones/IT

- Manage and distribute incoming mail once or twice a week, including picking up mail from the post office, taking it directly to the office to be processed, and making remote deposits.
- Maintain office space, ensuring office operations and procedures are organized.
- Act as a point of contact with IT partners.
- Answer phones on a multi-line phone system and direct calls to the appropriate person.
- Maintain external and internal communication channels such as Teams and Zoom.
- Work with external vendors to place orders for our partners and maintain accounts – TechSoup, Amazon
- Maintain annual organizational calendar with administrative deadlines.
- Refer partner projects to the best team member to answer their questions or provide support.
- Run errands by car.
- Occasionally, coordinate the pick up or drop off of items from the office.

Board of Directors Support

- Provide support to the board of directors as requested by the CEO. Arrange and handle all logistics for board meetings, training, and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; coordinate with speakers; attend board meetings; and record meeting minutes.
- Manage communication with the board of directors between board meetings, such as pre- and post-meeting correspondence, updates, reminders, and other correspondence.
- Manage board and governance committee correspondence, such as setting and confirming meetings and attendance and posting materials on the board portal.
- Maintain board and committee lists.

Team Support

- Primary point of contact for various staff meetings, including establishing and sending agendas, planning for future agendas, scheduling speakers, and ensuring appropriate communication in advance and follow-up from meetings
- Event planning for staff functions as assigned, including acquisition of vendors and volunteers and execution of event timeline in coordination with staff.

Other Duties as Assigned.

QUALIFICATIONS:

- Minimum five years of administrative, office, or executive assistant experience.
- High proficiency overall with technology and computers. The ability to quickly learn and adapt to new programs and technology is a must.
- Comfort and competence with Zoom and Office 365, including Excel, Outlook, Word, and Teams.
- Demonstrated ability to use discretion, maintain confidentiality, and follow ethical communications principles.
- Effective communicator verbally and in writing.

- Self-directed, dependable, accountable, and deadline-driven.
- Support CNDC’s mission and values.
- Strong problem-solving, time management, and organizational skills.
- Valid Colorado driver's license and reliable transportation.

Preferred:

- Experience working at an organization with a DEI initiative.
- Experience supporting a nonprofit board.
- Salesforce experience.
- Word Press experience.

Bilingual is a plus.

OFFICE/REMOTE WORK: CNDC is a primarily remote organization with shared office space in Denver, CO, although the EA position requires a hybrid of remote and office work. To work at home, employees should have access to a strong internet connection, cell phone, and space to work. CNDC provides a laptop, cell phone stipend, and an equipment stipend. CNDC’s normal hours of operation and the normal hours for the EA position are 8:30-5:00, with some flexibility for personal circumstances.

Attendance at bi-annual, in-person weeklong gatherings is required for all staff. Currently, those weeks are in May and November.

COMPENSATION AND BENEFITS

- Starting Salary Range is \$53,100 - \$60,000 (annually)
- Comprehensive Benefit Plan - Medical, Dental, Vision, Life Insurance, Short- and Long-Term Disability, Telehealth
- 401K Matching after a year of service
- Paid Holidays - 15 a year (3 are floating holidays)
- Vacation and Sick Time - 12 vacation days and 10 sick days a year (accrued monthly)
- Cell phone stipend

TO APPLY: Please submit an email of interest and resume to resumes@cndc.org, referencing Executive Assistant in the subject line. **The deadline is 5:00 p.m. MST on February 12, 2024.**

**NOTE: We encourage you to apply if you are excited about this position but prefer a part-time one. Indicate the number of hours preference in your email of interest.*

EQUAL OPPORTUNITY EMPLOYMENT: Colorado Nonprofit Development Center (CNDC) and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression, or any other characteristic protected by state or local law. This policy applies to all employees.