

Title: Administrative Coordinator
Classification: Exempt
Job Type: Full-Time
Reports to: Director of Advancement

Summary

The Administrative Coordinator will play a crucial role in ensuring the smooth and efficient operation of the NCF office, directly contributing to the success of our programs and events. This position is responsible for managing day-to-day administrative tasks, supporting event logistics, and serving as the first point of contact for general inquiries by phone and email. The ideal candidate is organized, proactive, collaborative, and possesses excellent communication skills. The Administrative Coordinator will work closely with the Development and Communications teams while also providing essential support to the Senior Leadership team.

Responsibilities

Front-line Support:

- Welcome and assist Foundation visitors, including donors and board members, and address inquiries in person, via email, or over the phone
- Maintain a friendly and professional demeanor while providing information about NCF and its programming

Program Participant List Management:

- Update participant information, track attendance, and communicate program details as needed for education and ecology excursions, development events, and community gatherings
- Collaborate with program and event coordinators to ensure accurate and up-to-date attendance lists

Event Support:

- Provide support for NCF events, including planning, execution, and follow-up, as well as other logistical tasks as assigned
- Assist with event promotion as needed

Merchandise Management:

- Process orders, manage inventory, handle shipping logistics, and address customer inquiries related to merchandise purchases

Gift Administration:

- Maintain accurate and organized paper and electronic filing systems for all processed gifts, ensure data integrity in Raisers' Edge, update donor information, and resend correspondence to updated addresses as needed

Office Administration:

- Streamline both physical and electronic filing systems to ensure all documents are easily accessible and up to date
- Assist with IT coordination and support, including troubleshooting basic technical issues and liaising with IT vendors as needed
- Support the review and editing of external communications to ensure accuracy and clarity
- Coordinate office supplies procurement
- Run occasional out-of-office errands as needed to support daily operations and team requirements

Qualifications

- Strong interpersonal skills with a customer service focus



Nantucket Conservation Foundation

- Effective communication skills, both verbal and written
- Ability to maintain a friendly and professional demeanor in all interactions
- Capacity to work efficiently in a fast-paced environment
- Keen attention to detail
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and experience with CRM systems, ideally Raisers' Edge.

Salary

\$57,000 - \$62,000 annually, depending on experience

The Nantucket Conservation Foundation provides equal employment opportunities to all employees and applicants and prohibits discrimination and harassment of any type.