



About the Planned Giving Council of Northeast Florida:

The Planned Giving Council of Northeast Florida enjoys a very diverse membership, which greatly enhances the experience for all members. Our community draws from all types of non-profit organizations and for-profit companies with an interest in creating and supporting philanthropy on Florida's First Coast.

Mission:

Our mission is to foster awareness and to provide an effective forum for education, communication, networking and collaboration for our gift planning community.

Job Title: Administrative Coordinator

Reports To: Planned Giving Council of NEFL Board of Directors

Type: Part-Time

Position Description/Summary:

The Administrative Coordinator will be a key staff person who will provide back office services in support of the Planned Giving Council, PGC. The PGC is a professional organization populated by professionals who work or support the planned giving process in or for our area nonprofits. This position is virtual and time variable with the exception of onsite monthly meetings, the yearly Symposium and other events as noted.

The Administrative Coordinator will work closely with the serving President, Treasurer, Membership Chair and other Board Members in developing reports, web adjustments, membership status reports, and some communications efforts. This hire must be familiar with website development/management, virtual meeting platforms, Microsoft Office suite, presentations platforms and data base management. This hire also must remain flexible in all aspects of the position as our industry continues to be in a state of change.

The Administrative Coordinator will office virtually and is expected to provide his/her own computer and phone. This position may accrue reasonable expenses as long as purchases are pre-approved by the sitting President. The Administrative Coordinator will be expected to attend and manage logistics at the monthly membership meeting

Essential Duties and Responsibilities

- Manages data in Wild Apricot CRM including data cleanup, removing duplicates, and managing membership renewal process
- Responsible for pulling membership reports for Board meetings in a designated format
- Ability to engage with Board and Members in a pleasant and professional manner
- Ability to manage and run Zoom meetings including creating Zoom events for programs and our annual Symposium as well as running the Zoom meeting the day of the program and the Symposium
- Coordinate with presenters regarding logistics whether they are presenting virtually or in-person
- Set up events in Wild Apricot and create event emails using raw data and information from Program and Symposium Chair
- Email program meeting invites and reminders from database to program participants and prospects
- Liaison with other organization partners including AFP, NPC, and EPC
- Coordinate with Marketing Chair to keep program info fresh and relevant and post weekly on social media channels including Facebook and LinkedIn
- Update program and membership information on the website as well as keep sponsor information updated
- Manage in-person program meeting logistics at on-site facility including confirmation of room arrangements, technology needs, and meal selections
- Manage virtual program meeting logistics the day of the event including setting up technology for hybrid program meetings
- Manage electronic program meeting attendance for in-person and virtual check -ins
- Other relevant duties assigned

Qualifications

- Proficient in the use of Microsoft Office Suite
- General data base management
- General website development/Experience in web site design preferred.
- Ability to work offsite with minimal supervision.
- Comfortable with Technology
- Good oral and written skills
- Interpersonal skills

Education and Experience

- Education – High School graduate or equivalent. Some college preferred.
- Experience in working with a membership organization preferred but not required.
- Volunteer or staff experience working in an office atmosphere is preferred.

EOE

The Planned Giving Council is committed to affording equal opportunities to qualified individuals regardless of race, color, class background, religion, sex, disabilities that do not interfere with the job performance, marital status, actual or perceived sexual orientation, gender, identity or expression, age, ethnic or national origin, and HIV/AIDS or carrier status.

Interested partners should submit a cover letter and resume to michaele@uwnfl.org