

Job Title: Administrative Coordinator for Development and Operations

About the Organization

Episcopal Charities of New York (ECNY) is a leading New York City-based nonprofit organization dedicated to meeting acute needs throughout the ten-county region of the Episcopal Diocese of New York which spans from New York City through the Hudson Valley. Our mission is to alleviate poverty and support vulnerable members of our community by providing critical funding and operational support to grantee partners throughout the region. With a commitment to transparency, accountability, and ethical stewardship, ECNY strives to be a beacon of hope and compassion in our local communities.

Position Overview:

The Administrative Coordinator for Development and Operations will provide vital support to the Director of Development and Communications and the Director of Finance and Operations. This role ensures smooth office operations, assists with donor relations, manages administrative tasks, and contributes to community engagement efforts to further the mission of Episcopal Charities.

Key Responsibilities:

Office Management and Coordination

- Track and process all individual transactions / entries related to income and expenses across EC platforms: Raiser's Edge, RE NXT, Bill.com, Benevity, Fidelity Charitable, Blackbaud Online Express.
- Maintain digital and physical office files in a timely and orderly fashion.
- Serve as the point person for office logistics: e.g., maintenance requests, mailings, office supplies orders, cleaning, and deliveries.
- Provide administrative and logistical support for periodic on-site and off-site Staff and Board meetings, including but not limited to: scheduling, preparing and disseminating materials, reserving meeting spaces, catering orders, communicating with participants, etc.

Database Management and Administration

- Maintain donor contacts and segmented lists to support planning, communications, and fundraising campaigns and solicitations.
- Maintain communications contact lists for both email and direct mail / postal campaigns.
- Set up and run standard and custom queries and reports.
- Run routine and custom reports to ensure reconciliation of all donations.

Development and Communications

- Provide support to Director of Development and Communications on planning and logistics for all in-house and off-site fundraising events.
- Set up and execute email communications campaigns in Wix and / or RE NXT.
- Set up and execute email fundraising campaigns through Wix and RE NXT.
- Support tracking of RSVPs and event-related gifts for proper reporting to executive staff and audit team.
- Assist with grant applications by collecting supporting documents, including board member rosters and audited financial documents.

- Track and prepare accurate gift acknowledgment letters and other regular donor correspondence in a timely manner.
- Create donation pages in GiveSmart and Blackbaud Online Express or other similar platforms for various direct mail and email campaigns.
- Support planning and organization of community outreach, engagement, and volunteer service events.

Skills and Qualifications

- Associate's degree required; Bachelor's degree preferred.
- 1-3 years work experience preferred.
- Proficiency with fundraising software (i.e., Raiser's Edge GiveSmart, Blackbaud Online Express, etc.).
- Proficiency in cloud-based collaboration and content management tools such as SharePoint, Zoom, MS Teams, and Slack.
- Proficiency in MS Office (Excel, PowerPoint, Outlook).
- Familiarity with Wix (Episcopal Charities' cloud-based web development platform).
- Project management skills; experience with Asana a plus.
- Strong attention to detail and ability to handle confidential information.
- Comfortable in a fast-paced work environment.
- Self-starter who is capable of problem-solving.
- Strong written and verbal communication skills, with the ability to communicate professionally and empathetically with donors and community members.
- Graphic design skills are a plus.

Application Instructions:

To apply, please submit a résumé and cover letter detailing your qualifications and interest in the role to episcopalcharities@dioceseny.org with the subject line: **Administrative Coordinator Application**. Please be prepared to provide three references who can speak to your expertise. Applications will be reviewed on a rolling basis until the position is filled. We encourage candidates to apply who have many, but not necessarily all, of the qualifications listed. No calls, please

Salary range: \$50,000–\$57,000

Benefits:

- Episcopal Charities staff currently work in-office 4-5 days per week. A part-time and hybrid schedule may be considered for this role.
- 4 weeks vacation; 12 days of observed holidays
- Flexible sick leave policy
- Comprehensive medical and dental insurance
- Retirement benefits through Church Pension Group with employer contribution up to 11%.

Equal Opportunity Employer:

ECNY is an equal opportunity employer and is committed to diversity, equity, and inclusion in all aspects of employment. We encourage individuals from diverse backgrounds to apply.