The Center for Nonprofit Excellence

Center for Nonprofit Excellence (CNE) is a nonprofit that strengthens other nonprofits in Charlottesville and the region. CNE operates with the mission to **strengthen nonprofits to realize the potential of our community.**

With a **passion for performance,** the CNE provides education, consulting, and resources to create strong leaders, effective manager, and healthy collaborators. We lead by example and we are always learning, always teaching to ensure that nonprofits have the tools they need to be competent, operate with integrity, and maximize their impact. We succeed when nonprofits do good work better.

We believe in the **power of collaboration,** and invest our time, expertise, and resources to promote collaboration, which empowers a more efficient and effective nonprofit sector, and we actively seek our own strategic partnerships to leverage this work. We succeed when we help nonprofits clear obstacles to collaboration, and identify and address systemic challenges that impede their success.

We honor the **potential of nonprofits,** and advocate for a strong, independent nonprofit sector. We respect and nurture the sector so it can do the important and challenging work of creating a social safety net, promoting civic engagement, protecting the environment, and enriching us through arts, education, and culture. We success when nonprofits are recognized for their economic impact, perceived as effective agents of change, and engaged with community partners to solve real problems and enhance our lives.

To learn more about our programs and services, please visit [www.thecne.org](http://www.thecne.org).

**Administrative Coordinator**

CNE is looking for a full-time Administrative Coordinator (AC) to join an eight-person team in our Charlottesville office.

This is a position that we envision growing in scope and responsibility over time.

The AC provides leadership for all CNE administrative functions and core support for bookkeeping, board management, special event, and philanthropic activities. They are a public-facing professional who is invested in the nonprofit community, who has strong communication skills, work ethic, and a can-do attitude. The AC is excited to be stretched with new tasks and challenges, while maintaining a philosophy that all tasks are important to be done well, no matter how seemingly small.
The AC supports all staff at CNE and will report to the Deputy Director of Operations & Advancement (DDOA). Tasks and responsibilities will vary greatly throughout the year as organizational need and activities evolve. Additional duties may be assigned by the DDOA.

Specific and recurring duties of the role include:

**Administration**

The AC will serve as a concierge for the organization and oversee the smooth operation of office administration.

- Greet guests as they come to CNE at the front desk (a regular Monday through Friday schedule is therefore required) and answer the general reception line.
- Prepare space and materials for frequent workshops and trainings at CNE.
- Manage, and assist visitors in using, the Resource Center, including the Foundation Center.
- Garner a working understanding of the most frequently asked questions and the tools and resources available to answer them. When a caller or visitor needs additional services, they will guide the introduction to appropriate staff either on-site that day or through email introductions and meeting scheduling.
- Ensure the website is updated and facilitate user needs, including member resources and renewals.
- Serve as the point person for ordering and managing office supplies.
- Assist, in coordination with CNE’s DDOA, in managing the internship program, including helping with orientation, training, scheduling, and project assignments.
- Process and distribute incoming mail to appropriate team members.
- Support the Executive Director with special projects, board management, development, and event management. Provide weekly updates on general philanthropy, board management, and Philanthropy Day.
- Support the DDOA in HR management, including policies, onboarding, general HR, and other projects, as necessary.

**Bookkeeping**

The AC will coordinate all internal bookkeeping activities, which may include the following.

- Perform credit card reconciliations and expense entry into QBO.
- Scan and record checks into QuickBooks.
- Assist with check requests.
- Perform A/P and A/R invoicing.
- Perform Stripe income entry and reconcile deposits with QBO.
- Deposit checks and record payments in QBO.
- Enter philanthropic gifts in the donor database.
- Process standard acknowledgment letters and other donor communications.
- Create and maintain donor pipeline and philanthropy-related systems
- Perform donor database and QBO reconciliation
- Assist with budget and financial statement preparation.
- Respond to analytic requests from senior leadership.
- Support the collection and tracking of PTO requests.
- Work closely with our external financial service providers.
- Prepare vendor tax documents (1099-Misc, etc)

**Philanthropy**

- Coordinate maintenance of internal philanthropic systems (including CRM software, donor pipeline)
- Manage mailing campaigns, including year-end campaign
- Provide organizational assistance for annual Philanthropy Day celebration
- Assist Philanthropy Advisors in execution of donor engagement strategy
- Serve as a staff liaison to the Philanthropy Day Host Committee through strategic communications, scheduling, and materials preparation.
- Manage aspects of the Corporate Partners Program, including communications with corporate partners, creation of a corporate partner strategy spreadsheet, having updated solicitation and welcome packets on hand, updating the website, and the on-site donor acknowledgement board.
- Prepare monthly pipeline and donation reports (other reports as needed).
- Assist with prospect research, donor cultivation, and grant preparation.

**Additional responsibilities to directly support Board management, special events, ongoing philanthropic activities, etc. include:**

- Manage CNE social media accounts and assist in preparing the bi-weekly newsletter.
- Prepare board and committee meetings with meeting reminders, communications with board members, updating the board dashboard, and minutes.
- Prepare materials for board orientations, retreats, and special events.
- Design and prepare external and internal communications (e.g. marketing materials) as needed
- Maintain the Board list internally (with addresses) and externally (such as on the website).
- Maintain documents required for grant submissions, donor stewardship, and cultivation pieces. This includes budgets, qualitative and quantitative outcome data and narratives, board lists, and twice-annual reports (the impact report and a smaller spring update report).

**Skills Required**

The successful candidate will bring a **positive disposition, an eagerness to learn, a strong attention to detail**, and a willingness to take **ownership of tasks** both big and small. They will have **exceptional verbal and written communication skills** so as to be able to draft and review professional correspondence, manage telephone calls, and greet and manage walk-in visitors.
Additionally, they will have a deep commitment to superior customer service, solid fundamental accounting skills and proven comfort with invoicing, credit card reconciliation, and the use of QuickBooks Online.