



DEVELOPMENT & BOARD COORDINATOR

San Francisco, California

[Encore.org](http://encore.org) is a national nonprofit working to realize the potential of longer lives and intergenerational connection to solve society's most pressing social problems. Originally called Civic Ventures, Encore.org was founded in 1998 by social entrepreneur Marc Freedman and grew out of a desire to transform the aging of America—one of the most significant demographic shifts of the 21st century—into a powerful, positive source of individual and social renewal. Our ultimate goal is to create a better future for young people and future generations.

The Position: Development & Board Coordinator

This full-time exempt position reports to the Managing Vice President and the Vice President of Operations & Finance. The coordinator is responsible for supporting fundraising operations within the organization and functions as the primary administrative contact person for the Board and its associated committees. The coordinator will work from the San Francisco office, located in the Presidio. This is a great opportunity for a talented multi-tasker to work with an innovative organization that supports team members' professional growth and learning.

Functions & Duties

Development Coordination & Support

The Development & Board Coordinator will partner with the Managing Vice President to provide coordination across the following functions:

- **Systems Management**
 - Organize infrastructure for proposals and reports to foundation and corporate funders.
 - Ensure timely submission of all proposals and reports to current funders.
 - Maintain the accuracy and integrity of databases and Google Drive by ensuring that files, donor records, and related permissions are kept up-to-date.
 - Troubleshoot database issues in collaboration with Systems Administrator.
 - With key program leaders, track progress against grant deliverables.
 - Perform basic administrative duties such as filing, data entry, and mailing.
- **Relationship Management**
 - Track relationship management and funder correspondence for CEO and Vice Presidents.
 - Assist in scheduling meetings with prospective funders and donors.
 - Prepare materials for prospective and current funder meetings.
- **Writing**
 - Draft portions of grant proposals and reports as requested.



- Write internal and external email correspondence.
- Event Support
 - Provide event support to the development team and the intergenerational funder collaborative.
 - Maintain up-to-date invitation lists and guest lists for events.
 - Send correspondence to potential donors, volunteers and guests in order to inform them of events and activities.

The Development & Board Coordinator will partner with the Vice President of Operations & Finance to provide administrative coordination and primary contact for the Board of Directors and associated committees as follows:

- Systems Management
 - Create meeting timeline, prepare and distribute meeting notifications, correspondence, and agenda materials.
 - Attend board and committee meetings and record minutes.
 - Create and maintain board booklets.
 - Maintain, as needed, both mailing & public relations lists of board and committees, including website updates.
- Relationship Management
 - Establish a working relationship with the Board of Directors President and committee chairs in verbal, written, and electronic correspondence.
 - Mail, track, and follow up on the annual conflict of interest disclosure and create a report for Executive Committee review.
- Event Support
 - Organize meetings and Board events.
 - Contract with and manager subcontractors.

Additional Responsibilities

The Development & Board Coordinator will occasionally be asked to provide project coordination and support to other work, as needed.

Key Qualifications

The Development & Board Coordinator is passionate about the aims of the organization. The Coordinator is eager to help, takes initiative, and enjoys attending to the smallest details while connecting those details to the bigger picture. We are looking for a hardworking and collegial team player with a willingness to take on a variety of tasks.

In addition, the ideal applicant will demonstrate:

- An interest in Encore.org's mission and goals.



- Organizational skills, including meticulous attention to detail.
- A high level of emotional intelligence and people skills, and the ability to effectively prioritize and manage competing demands.
- Superb communication skills across all mediums, including stellar oral and written communication skills.
- Highly relational work style with the ability to work well with internal constituents and high-level outside influentials.
- Ability to take initiative proactively to identify needs and quickly resolve them.
- Ability to make decisions and maintain confidentiality.
- Proficiency with multiple types of technology, including Salesforce or other CRM, Google Suite, internet video conference software, word-processing, spreadsheets, and an interest in leveraging technology to address team challenges.
- Comfort working with a geographically dispersed team.
- Purchasing and negotiating skills.
- Availability for occasional travel.
- Flexible schedule with the ability to work occasional early mornings or weekends to overlap with east coast members' schedules or to meet pressing deadlines.

Education and/or experience:

- 5 years experience in administrative or development support or coordination position.
- Experience working with a Board of Directors and/or board appointed committees or other high-level outside influentials.
- General office work experience required; familiarity with nonprofit fundraising is a plus.

How to Apply

Please send your resume in Word or PDF format, along with a cover letter describing your interest, qualifications and salary expectations.

Cover letters should include a clear response to these two questions:

- What excites you about the work of Encore.org?
- What makes you a great candidate to support the work of our development team and Board of Directors?

Please send your resume and letter as one document to **jobs@encore.org**. Name your attachment with the format: "LastName DevBoard 2020" (for instance, "Jefferson DevBoard 2020"). Applications that do not follow this format may not be reviewed.

It is Encore.org's policy to employ, compensate and advance personnel without regard to race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, military status, arrest record and any other characteristic protected by law. We are an



Employer of National Service: AmeriCorps, Peace Corps and other national service alumni are encouraged to apply and to tell us how your service experience has shaped your career.

We are seeking to develop a multigenerational and racially diverse team. Qualified people of all ages and backgrounds are encouraged to apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Open until filled.

A Note on Encore.org's Culture

Our staff members are part of a social movement that challenges old norms and seeks to establish a new definition of success in later life. We are a small, geographically distributed team, committed to making a significant impact. We attract people who think about how small investments can yield big results in the service of Encore.org's mission.

We work hard, and we value our colleagues and the causes we contribute to outside of working hours. We understand the importance of commitments—family and otherwise—beyond Encore.org. Vacation time is meant to be used.

As an organization focused on the intergenerational opportunity, we try to walk the talk. We strive to have an intergenerational team. We also encourage and sometimes require flexible work; results matter more than face time. Many Encore.org positions require some or a great deal of travel; all require the use and mastery of a growing array of virtual tools.

We work in a dynamic environment that values mutual respect, rapid response to changing conditions or new opportunities, flexibility and intelligence, as well as a sense of humor and humility. Those who thrive tend to be creative, entrepreneurial types who are dedicated to our mission and who know how to execute ambitious plans in a lean environment.