



## North Star Fund Seeks Executive Coordinator

Founded in 1979, North Star Fund is the community foundation that advances the collective good. For 30 years, we have been the first to fund the fight for equality, economic justice and peace in New York City.

By organizing donors, raising money for grants, and providing technical assistance, we seek to support activism that focuses on the root causes of poverty, racism, homophobia and gender discrimination.

### **DUTIES AND RESPONSIBILITIES**

The Executive Coordinator will report to the Deputy Director, will manage the scheduling for our busy Executive Director, and will coordinate the smooth running of the North Star Fund office. This position is 30 hours per week with the potential to become full-time in July 2012. Specific responsibilities include:

#### **Executive Director Support (50%)**

- Manage scheduling for Executive Director according to assigned priorities, make travel arrangements, prep materials for meetings;
- Assist in scheduling of interviews and Board meetings, maintain RSVP lists for events, and purchase gifts;

#### **General Office (40%)**

- Serve as primary receptionist for North Star Fund office: answer phones; open and sort mail; greet guests; maintain the common areas;
- Maintain smooth office functioning: order and purchase supplies; order food and refreshments for organizational meetings; maintain office equipment; update contact lists for Staff/Board; coordinate the scheduling of staff meetings; maintain office calendar; serve as liaison to cleaning person;
- Serve as coordinator of conference room rental services: schedule groups; maintain the space; serve as liaison to groups; maintain signed rental contracts;
- Assist Deputy Director in maintenance of technology and computer systems;

#### **Development and Program Support (10%)**

- Assist with administrative tasks in support of the development and program departments, including data entry, file maintenance, and follow up calls; attend site visits;

### **QUALIFICATIONS**

- A progressive philosophy and political vision compatible with the North Star Fund's mission to fund "change, beyond charity," and the ability to work with diverse grantee and donor constituencies;
- Experience with administrative and reception duties; two years of experience scheduling for a busy Executive Director preferred; strong computer skills;
- Strong attention to detail; ability to handle multiple projects simultaneously; strong organizational skills and problem-solving abilities; ability to take initiative;
- Strong interpersonal skills and sensitivity to cross-class and inter-group issues; bilingual in Spanish strongly desired.

### **COMPENSATION**

The salary range is \$33,000 - \$35,000 (pro-rated salary for 30 hours a week), based on experience, and includes an excellent fringe benefits package.

The North Star Fund is firmly committed to affirmative action and strongly encourages people of color, women, LGBT, elderly and disabled candidates to apply. We appreciate all applicants, but please be advised that we can only respond to those best qualified for the position.

**To apply:** Send cover letter and resume to North Star Fund, 520 8<sup>th</sup> Ave. Suite 2203, NY, NY 10018-6656 or email [search@northstarfund.org](mailto:search@northstarfund.org). No calls please. Application close date: Rolling with expectation to fill the position in December.