

## Administrative Coordinator Profile

**Reports To:** Regional Foundation Program Officer

**Deadline for Submission: February 18, 2026**

**FLSA Status:** Exempt, Professional

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## The Opportunity

The **Administrative Coordinator** supports the day-to-day operations and programs of an independent charitable foundation based in Philadelphia and serving community-based organizations across three states. This individual will report to a foundation Program Officer while closely collaborating with the entire Regional Foundation team. The core areas for focus of the Administrative Coordinator include Board of Managers ("Board") support, as led by the Executive Director, CRM and other contact and communications coordination, support with meetings and special events, grant and loan administration, including the organization's grants management system, and other team-wide activities.

## About the Regional Foundation

The Regional Foundation mobilizes resources to advance racial, social, and economic justice through resident-led community development that builds equitable, thriving neighborhoods across our region. We make investments (grants and loans) across a 62-county region to community and economic development practitioners spanning New Jersey, Delaware and the eastern half of Pennsylvania. Our work is rooted in our core values of collaboration, trust, stewardship, justice, and community. Grantee and loan partners center their work in resident leadership, and our trust-based practices, centering those on the ground doing the work. The Regional Foundation team comprises an Executive Director, a Senior Program Officer and two Program Officers, and the Board includes twelve individuals from across the region. The foundation is committed to a learning mindset and building meaningful relationships with organizations across the region and with one another. Our hybrid work environment allows for team building and flexibility, as well as opportunities to learn from those in the field. To learn more about us, our partners and our programs, visit [www.regionalfoundation.org](http://www.regionalfoundation.org).

## Primary Functions

**Administrative Support:** This position is responsible for providing general administrative support as needed, including but not limited to:

- Support scheduling of Board and board committee meetings as well as external convenings in collaboration with Executive Director;
- Prepare for Board of Managers meetings by printing agendas, minutes, and other documents;
- Coordinate logistics for Board meetings, including technology, food, and other tactical day-of needs, with support from other staff as needed;
- Prepare Board committee meeting minutes and full board meeting minutes;
- Maintain on-line organizational files and documents;
- Lead management of MailChimp, Regional Foundation's CRM;
- Manage general info email contact address for foundation; and
- Perform other general administrative support as requested.

## Special Events and Meetings

- Assist with the Regional Foundation's Annual Partner Gathering (in-person) in collaboration with the program team; and
- Assist with other regionally located or virtual events as needed.

## **Grants and Loans Administration and Finance Support**

- Assist with administration of grant and loan agreements and similar documents and invoices;
- Assist with membership agreements and invoices;
- Assist with contractual agreements and invoices;
- Assist with maintenance and configuration of grants management platform; and
- Additional grants management support as needed.

## **Communications**

- Support organizational communications in collaboration with the team and Communications Consultant.

## **Other Team Supports**

- Take on additional tasks as requested by the Executive Director;
- Participate in team-wide conversations, strategic planning, and other organizational learning;
- Develop organizational administrative SOP's as needed; and
- Other administrative or logistical assistance as identified.

## **Qualifications:**

- Minimum five years related experience; nonprofit experience a plus;
- Proficiency with spreadsheets, databases, and word processing;
- Ability to multi-task and prioritize in a dynamic work environment;
- Strong attention to detail and ability to work as a team member with minimal supervision;
- Strong communication skills, attention to detail, and ability to prioritize, develop effective work plans and SOPs, meet deadlines, and work both independently and collaboratively;
- Preference for someone with project management tool experience (e.g. Asana, Trello);
- Experience utilizing core software programs: spreadsheets, MS Office Suite (Word, PowerPoint, Excel), Adobe, and similar products;
- Strong working knowledge of scheduling platforms (Calendly, Doodle, Outlook) and the ability to maintain databases or CRM systems (e.g. Mailchimp);
- Strong proficiency with virtual meeting platforms (Zoom, MS Teams, Google Meet), including hosting hybrid meetings, managing breakout rooms, and basic tech support; and
- Preference for candidates with a current driver's license.

The Regional Foundation is an Equal Opportunity Employer, committed to diversity, equity, and inclusion. We welcome and encourage all qualified candidates to apply including returning citizens.

**Compensation:** A robust benefits package is provided including medical, dental, short, and long-term disability, and life insurance; 403b; separate pension plan; and paid time off for vacation, sick, personal, and specific holidays. The annual salary for this position is \$80,000.

**How to apply:** Interested candidates may submit a cover letter and resume to [info@regionalfoundation.org](mailto:info@regionalfoundation.org). Applications will be accepted through February 18, 2026, and will be reviewed on a rolling basis.