



## Foundation Operations Coordinator

Job Title	Foundation Operations Coordinator
Reports to	Executive Director of CAR Charities
Job location	Englewood, CO
Annual Salary Range	\$22.00-\$25.00/Hour
Employment Status	Part-time/Hourly/Non-Exempt
<b>Job Purpose</b>	
<p>The Foundation Operations Coordinator is responsible for the coordination of operational functions of the CAR Foundation, resulting in a well-functioning, efficient organizational experience for stakeholders. The Operations Coordinator provides outstanding customer service and support to co-workers, volunteers, members, donors, grantees, and the general public. This role serves as the primary point of contact for various functional areas and provides general administrative and event support. This is a challenging position that requires strong organization, creative problem-solving, a high level of personal initiative, and the ability to work well in a fast-paced, multifaceted environment. The Operations Coordinator is based in metro Denver and is a hybrid position, requiring some time in the physical office each week. This position reports to the Executive Director of CAR Charities.</p>	
<b>Duties and Responsibilities</b>	
<p><b>Fundraising Support</b></p> <ul style="list-style-type: none"> <li>• Manage donor database including donations, reporting, constituent records, campaigns</li> <li>• Act as main point of contact for receiving checks, questions from donors</li> <li>• Customer service for donors with transaction issues</li> <li>• Create mailing lists for digital and direct mail appeals</li> <li>• Manage donor stewardship program</li> <li>• Recordkeeping for recurring donations</li> </ul> <p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>• Record accurate minutes at BOD meetings</li> <li>• Prepare and distribute Board meeting packets</li> <li>• Manage Board/Committee Calendar</li> <li>• Process incoming Foundation mail, enter into database or file as appropriate</li> <li>• Assist with organizing physical Foundation office (paperwork, marketing collateral, t-shirts, auction items before/after events etc)</li> <li>• Manage and maintain digital and physical files.</li> <li>• Manage general email accounts</li> </ul> <p><b>Event Support</b></p> <ul style="list-style-type: none"> <li>• Research venues, vendors, assist with decision making and contracts</li> <li>• Manage event registration site, guest lists, sponsor logistics</li> <li>• Assist with vendor management and overall event logistics</li> </ul>	
<b>Travel requirements</b>	
Minimal travel to attend local events and complete certain tasks may be expected in this role	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Bachelor's Degree or equivalent directly related experience required.</li> <li>• Highly organized self-starter with demonstrated problem-solving and follow-through ability, and proven success in managing multiple and diverse priorities under pressure.</li> <li>• Strong analytic problem-solving skills with attention to detail.</li> </ul>	



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- Excellent verbal and written communication skills as well as an overall ability to be clear and concise in all communications.
- Strong organizational and time-management skills; proven ability to prioritize and meet deadlines.
- Ability to work both independently and in a dynamic, cross-functional team structure.
- Highly proficient in Microsoft Office suite and database software tools.
- Demonstrated ability to work effectively with stakeholders at all levels.
- Ability to manage and work through change in a proactive and positive manner.
- Ability to work some evenings and weekends as needed.
- Valid driver's license, access to reliable vehicle with current insurance, and the ability to travel as needed to do off-site errands or attend meetings or events.
- Commitment to CAR's culture and values.

***Job Description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. May be required to perform other duties as assigned.***

### Summary Terms and Conditions

***This is not meant to be an exhaustive list. More details can be found in the Handbook and Benefit Summary.***

<b>Pay Period</b>	The 15 <sup>th</sup> and last business day each month
<b>Paid Time Off</b>	PTO is accrued at a rate of 1 hour per 30 hours worked, up to 48 hours per year
<b>Professional Development</b>	Some reimbursement for professional development may be available upon approval
<b>Remote Work</b>	This position has potential for limited Remote status at the discretion of Management and in accordance with Company Policy.
<b>401k</b>	All employees over 21 are eligible to participate in CAR's Safe Harbor 401k plan after 6 months of continuous employment. Details on matching contributions available upon request.
<b>Hours</b>	20-25 hours per week during regular business hours. Occasional evening or weekend hours as needed. Potential for increased hours as role grows for right individual
<b>Charitable Match Program</b>	CAR will make matching contributions to qualifying entities subject to limits and rules in full policy
<b>Employee Assistance Program</b>	Through ADP, full details available upon request
<b>Wellness Day</b>	Paid day off to be used toward personal wellness subject to policy and approval
<b>Partial phone reimbursement</b>	Partial reimbursement of cell phone if used for work
<b>Family Leave</b>	Details available upon request