

Northwest Colorado Health
Executive Coordinator

General Statement of Duties:

This position acts as the Chief Executive Officer's primary coordinator and liaison for external and internal relations. The EC assumes responsibility for filtering projects; responds to requests; and coordinates communications, business development and public relations activities and initiatives. The EC manages the CEO calendar and activities to ensure maximum efficiency and value. This position also assists with development coordination.

Supervision Received: Reports to the Chief Executive Officer.

Supervision Exercised: None.

Essential Functions:

1. Responsible for day-to-day management of the CEO's and activities to ensure high value time utilization of the CEO in relationship to external and internal connections.
 - a. Responsible for the timely preparation and presentation of materials for key external and internal meetings involving the CEO.
 - b. Drafts documents or conducts research to further CEO's work in program development;
 - c. Reviews CEO's communications and assists in providing timely responses to inquiries sent to CEO
 - d. Manages CEO schedule, expense reports, travel, etc.
 - e. Prepares briefing of work and relevant updates for CEO on outstanding projects, identifies issues, develops contingencies and suggests remedies
 - f. Supports the CEO in dealing with confidential or sensitive personnel or other organizational matters.
2. Supports Executive Team to ensure maximum efficiency and value in their roles.
 - a. Assists with meeting schedules, travel, etc.
 - b. Assists in the contract execution and storage process
 - c. Assists Exec Team in confidential, regulatory, or fiscal matters, such as licensing, insurance, etc.
 - d. Responsible for scheduling regular and special meetings and preparing agenda and keeping minutes.
 - e. Acts as primary contact and coordinator for Routt County Office space.
 - f. Assists with or manages special projects
 - g. Ensures that applicable documentation, reports, files and other records are prepared, maintained and processed in a timely manner.
3. Acts as CEO liaison to the Board of Directors
 - a. Attends Board meetings, including committee meetings, takes minutes, prepares various materials for CEO's Board reports and other board meeting materials
 - b. Works with the executive team to prepare materials for the Board Books and keeps the Board Book up to date.
 - c. Assists in ongoing communications and activities with the Board of Directors.
 - d. Provides support for Board of Directors as needed, and coordinates follow up items from board meetings and committee meetings.

4. Responsible for the overall coordination of donor management and tracking
 - a) Plan and administer all donor tracking and recognition systems including entering and reconciling donations, running and mailing tax letters, adding new constituents, data mining (running and using reports, customizing mailing lists).
 - b) Works with Senior Director of Marketing and Development to identify and obtain individual, corporate, and foundation contributions, and assists with daily cash handling.
 - c) Assists in preparation and production of all promotional mailings, printed pieces, and web communications, as related to fundraising.
 - d) Creates and coordinates programs to increase the organization's support base among individuals, corporations, charitable foundations, and additional sources.
 - e) Research, develop and maintain all aspects of relationship/contact management for key donors, including database management, recognition materials, oral and written communications.
 - f) Develops and implements stewardship strategies that strengthen long-term relationships with donors
 - g) Develops and implements donor cultivation strategies
5. Embodies our Agency Culture
 - a. Supports equal access with clients, donors, partners, consultants or vendors as required.
 - b. Collaborates with CEO to foster a success-oriented, positive, high integrity organizational culture.
 - c. Acts as an extension and representative of the Executive Team, with a high level of customer service and positive communications at all times.
 - d. Understands and promotes a high level of confidentiality in dealings with all stakeholders, internal and external.
 - e. Promotes the utmost professionalism and highest customer service when interfacing with all customers, internal and external.

This description of responsibilities is intended to provide the essential functions of the position. Additional responsibilities may be added, as appropriate.

Education:

High school graduate or equivalent required. College degree in communications, healthcare, or like field preferred.

Experience:

1. Previous experience with general office equipment, and high level of knowledge of Microsoft office required.
2. Two years experience in customer service and communications preferred.
3. Project or task management at a high level of multi-tasking preferred.
4. Knowledge of Agency services preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling \$300,000 and valid Colorado driver's license.

Skills:

1. Must be able to handle matters in a confidential manner.
2. Possess strong administrative and organizational skills. Possess strong communication skills, written and spoken
3. Computer skills including power point, outlook, excel, adobe, and database management.

Knowledge:

1. Agency and community service knowledge preferred.
2. Knowledge of development programs.
3. Thorough understanding of philanthropy environment and community partnerships.

Abilities:

1. Strong communication, organizational and computer skills.
2. Effectively manage tasks and prioritize deadlines of designated staff.
3. Professional manner in dealing with contacts, staff, community members, partners, and confidential records.
4. Able to travel to perform necessary office errand, attend meetings.
5. High level of customer services
6. Detail oriented and self- motivate

Equipment:

1. Equipment includes multi-line phone system, fax, copy machine, typewriter, shredder, postage meter, and computer.

Working Conditions:

1. Job involves sitting for 80% of work day, excluding breaks and lunch. Rest of time is spent standing, reaching, or bending to retrieve various charts etc.
2. This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

I, _____ acknowledge that on this date, I

(Print Name)

have received the following job description for my present position.

Signature of Employee: _____

Date: _____