CALIFORNIA HUMANITIES
Administrative Coordinator

Position Title: Administrative Coordinator

Reports To: President & CEO

Location: Oakland Office + Remote Work

PRIMARY RESPONSIBILITY
The Administrative Coordinator works with the President & CEO on all administrative coordination for the Board of Directors and with all advocacy efforts on the state and national level. The position also provides assistance as needed to the CEO, Director of Development and the Communications Manager. Provide limited assistance to Grants Manager as needed with grantee survey data input.

BOARD AND COMMITTEE SUPPORT
• Working in partnership with the CEO, provide administrative support with respect to the Board of Directors, including coordinating board and committee meetings, such as arranging board meeting travel and logistics or virtual links, and preparation/production of board and committee meeting materials and minutes.
• Coordinate board meetings and manage day-of logistics; ensure minutes of all board and committee meetings are recorded and disseminated in a timely manner.
• Other duties as assigned by the CEO.

ADVOCACY SUPPORT
• Coordinate logistics for annual Humanities on the Hill as well as state Humanities Advocacy Day, including scheduling meetings, distribution of materials, follow-up with legislative offices, tracking and submitting appropriations requests and the status of Dear Colleague Letters.
• Coordinate advocacy messaging with external partners (NEH/FSHC) related to ongoing needs.
• Maintain an advocacy-focused CRM to track contacts and leads, and report on progress of advocacy efforts.
• Develop and maintain materials to inform both internal and external stakeholders as well as legislative offices with regard to organization activities.
• Distribute relevant information to federal and state legislative offices, maintaining contact with them throughout the year.

DEVELOPMENT ASSISTANCE RESPONSIBILITIES
• Work with the Director of Development on all aspects of fundraising including:
  • Maintain individual donor and institutional donor records in Salesforce database including campaigns and associated reports, gift entry, and document retention.
  • Oversee monthly reports summarizing contributed income.
  • Assist with donor correspondence and communications including mailing lists, email campaigns, and implementation of individual donor campaigns.
  • Assist with institutional fundraising including proposal preparation and grant reporting.
  • Work with finance staff as needed to provide documentation and reconcile accounts.
  • Assist with donor cultivation and fundraising events.
  • Provide additional fundraising support as needed to staff or board members.
  • Develop and manage landing pages on organization website and payment platform for fundraising events and campaigns.
COMMUNICATIONS ASSISTANCE RESPONSIBILITIES

• Take lead on graphic design for selected large internal design projects, such as organizational infographics, event promotions and program flyers.
• Provide backup support to the Communications Manager as requested, including:
  • Research press contacts and maintaining up-to-date press lists.
  • Update eNews lists in coordination with Database Administrator
  • Run reports on digital communications properties including website/Google Analytics, social media/Hootsuite, and eNews/MailChimp.
  • Scan, track, and archive press clips
  • Research and add press contacts as needed.
  • Assist with updating and maintaining Mailchimp contact lists.
• Assist Communications Manager with various tasks as needed, including logistics for press interviews and media events, providing social media and web content development and publishing support, and logistical and scheduling support for contractors.

The ideal candidate will have:
• A successful track record and 3-5 years of administrative experience working with multiple supervisors on a variety of tasks.
• Excellent customer service skills.
• Nonprofit experience, particularly providing administrative support to a CEO and Board of Directors.
• Ability to communicate effectively in different circumstances and through different means (written, oral, and visual) with a wide variety of stakeholders.
• A flexible, supportive, and collaborative work style, and a good sense of humor.
• An understanding of and appreciation for the humanities is a plus.

While California Humanities is based in Oakland, with an office in Los Angeles, the position can work remotely from anywhere in California. Candidates must be willing to travel periodically as part of their work.

Salary range is $63,000 to $70,000. Benefits package include a 7% employer contribution to a 403b plan; 100% medical, dental, and vision; and life, short term, and long-term disability coverage.

Please send resume and cover letter to jobs@calhum.org by August 14, 2023.

California Humanities is an equal opportunity employer and believes in a diverse work force, and applicants from all backgrounds are encouraged to apply.

ABOUT CALIFORNIA HUMANITIES
California Humanities, a nonprofit partner of the National Endowment for the Humanities, promotes the humanities – focused on ideas, conversation and learning – as relevant, meaningful ways to understand the human condition and connect us to each other in order to help strengthen California. California Humanities has provided grants and programs across the state since 1975. To learn more visit www.calhum.org, or follow us on Facebook, Twitter and Instagram.