



## CALIFORNIA HUMANITIES

**Position Title: Board and Executive Administration Coordinator**

**Reports To: President & CEO**

**Location: California (Oakland or Los Angeles office) + Remote Work**

### **PRIMARY RESPONSIBILITIES**

The Board and Executive Administration Coordinator works with the President & CEO on the coordination of Board of Directors affairs and executive administration. The position also provides executive assistance, as needed, to the CEO.

### **Responsibilities:**

- Support the President & CEO in coordinating Board of Directors activities, including meetings and logistics.
- Act as the primary liaison to the Board of Directors.
- Manage administrative tasks related to board and committee meetings, ensuring timely recording and dissemination of minutes.
- Provide executive administrative support to the CEO, including calendar management and external communication.
- Organize meetings, events, and logistics, as needed.
- Handle expense reports and vendor correspondence.
- Maintain filing and communication systems.
- Assist President and CEO with donor relations and fundraising activities.
- Update and manage donor records in Salesforce.
- Assist with institutional fundraising, including proposal preparation and grant reporting.
- Perform other administrative tasks as required.

### **Requirements:**

- 3-5 years of executive-level administrative experience.
- Strong customer service skills.
- Nonprofit experience, especially supporting CEOs and Boards.
- Excellent communication skills (written, oral, and visual).
- Collaborative work style and flexibility.
- Knowledge or appreciation of the humanities is a plus.

**Location:** Remote work from anywhere in California with periodic travel.

**Salary Range:** \$55,000 to \$65,000.

**Benefits: Includes** a 7% employer contribution to a 403b plan, 100% medical, dental, and vision coverage, and life and disability insurance.

Please send resume and cover letter to [jobs@calhum.org](mailto:jobs@calhum.org) by **November 1, 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](http://www.calhum.org), or follow us on [Facebook](#), [Twitter](#) and [Instagram](#).