



**Executive Coordinator and Board Liaison
November 2019**

Youth INC's mission is to transform the lives of New York City youth by empowering the nonprofits that serve them. Youth INC is seeking an Executive Coordinator and Board Liaison to join our team as we deepen our internal capacity to raise critical funds and other resources to support the most promising youth serving nonprofit organizations in NYC.

The Organization:

NYC is home to some of the best and brightest youth in the world, but too much of their potential remains unrealized. While there are over 1,500 organizations helping children in New York, it's hard to identify the best and expand their reach. That's where Youth INC comes in. We use a rigorous screening process to identify the most promising youth-serving nonprofits. Then we partner to develop robust fundraising capabilities, make influential connections, and issue grants that accelerate growth and drive sustainable scale. This unique venture philanthropy model has helped us raise over \$100 million for over 175 nonprofit partners, enabling them to improve the lives of 200,000 New York City youth every year. Please visit our website at www.youthinc-usa.org to learn more about our work.

About the Position:

Reporting directly to a manager on the development team and working closely with other senior leaders, the Executive Coordinator and Board Liaison provides high-level administrative support to executive team members and will function as the primary contact person for the Board of Directors and associated committees. The Executive Coordinator and Board Liaison must be detail-oriented and enjoy working within a small staff of 15-20 that is mission- and results-driven.

The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, scheduling, Salesforce, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Coordinator and Board Liaison must be able to work under pressure, and able to handle a wide variety of activities and confidential matters with discretion.

Key Responsibilities:

- Completes a broad variety of administrative tasks for the Executive Director, development and senior executive team members including: managing an active calendar of appointments and compiling documents and background materials for meetings
- Communicates directly, and on behalf of executive team members, with Board members, their staff, donors, sponsors, and other stakeholders, to schedule meetings, and on other matters related to Youth INC initiatives
- Plans remote and in-person meetings by coordinating schedules with Board and executive team members, logistics, materials, and inviting guests and taking minutes

- Practices good judgment to build relationships crucial to the success of the organization
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion
- Works closely with the Executive Director to keep her informed of and prepared for upcoming commitments and responsibilities, and to ensure appropriate follow up.
- Prepares briefing materials for the Executive Director and other team members in preparation for meetings and presentations
- Imports information about team members' communication with stakeholders in Salesforce platform
- Willingness to support ad hoc requests inevitable to a fast-growing nonprofit
- Flexibility to adapt to changing job requirements as the organization grows
- Keeps current board documents saved and organized on the file server
- Supports set up for All Staff meetings and offsite Board meetings
- Attends Operations and Development meetings regularly, and with enthusiasm to foster creative collaboration and shared problem-solving

Qualifications:

- Bachelor's degree preferred
- 2-3 years professional experience in the nonprofit and / or corporate sector preferred
- Excellent organizational skills and attention to detail
- Strong verbal and written communication skills
- Self-starter who can manage multiple tasks simultaneously
- Excellent computer skills, including Microsoft Outlook, Word, Excel, and PowerPoint
- Familiarity with donor databases highly desirable, particularly Salesforce
- Knowledge of the New York financial sector a plus
- Be adaptable and flexible to competing demands
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors
- Desire to succeed in a dynamic, demanding, fast-paced work place

This is an ideal entry-level position for someone with long term goals in the nonprofit sector or interest in serving as a senior level executive assistant, as you can learn and explore all elements of a successful nonprofit, and to work closely with a visionary leader.

We request that candidates make a 12-18-month commitment to this position, during which you will have exposure to and the opportunity to build relationships with a wide range of people in the financial services and nonprofit sector. We will support you in navigating the next step of your career at the conclusion of this commitment.

Salary range: approximately \$24/hr.; full time commitment. This position is eligible for benefits, including:

- Medical and Dental
- 401(k) with a 3% employer contribution
- PTO, including vacation and sick time
- Summer Fridays and other Youth INC benefits

To Apply

Please submit cover letter and resume to the attention of Taylor Wright at careers@youthinc-usa.org. Please put title of "Executive Coordinator" in subject line. Incomplete applications will not be considered. No phone calls please.

Youth INC is an Equal Opportunity Employer