

EXECUTIVE COORDINATOR

JOB SUMMARY

The Executive Coordinator serves as the administrative and operational linchpin in a small, fast-paced and hard-working non-profit that focuses on driving public policy and advocacy in Tampa Bay.

PRIMARY JOB RESPONSIBILITIES

The Executive Coordinator will have primary responsibility for the following tasks:

- Provides administrative and executive support to executive staff;
- Manages the administration of the office, including basic IT knowledge, equipment, supplies;
- Processes financial information and prepares reports;
- Schedules and manages individual and group meetings, as needed;
- Responsible for board governance, meeting minutes and maintaining board meeting documentation;
- Serves as the primary liaison with the organization's funders and stakeholders, and develops and maintains positive and constructive working relationships with these senior executives and their support staff;
- Other tasks as needed.

REQUIRED AND PREFERRED SKILLS

The ideal candidate for Executive Coordinator will have the following qualifications:

- Minimum of five years of C-Level assistance experience;
- Highly proficient in Microsoft Office products including Word, PowerPoint, Excel, Outlook and Internet Explorer;
- Knowledge of financial management software, including Bills.com and QuickBooks, and sufficient familiarity with Accounts Payable, Accounts Receivable and Bank Statements to interact with organization's contracted CFO;
- Demonstrated ability and desire to learn new technology and work with database software, including BoardEffect and Maximizer, and other software that can help the organization be more efficient and productive;
- Strong written and verbal communications skills, and can present a positive and professional image;
- Ability to maintain confidential information.

SALARY

Salary will be commensurate with experience and qualifications.

ABOUT THE TAMPA BAY PARTNERSHIP

The Tampa Bay Partnership, with offices in the Westshore Business District, is a privately funded, CEO-driven regional advocacy organization committed to creating a unified, competitive and prosperous Tampa Bay. The organization, with a full-time staff of six, offers a unique peer-to-peer environment where the region's top business leaders champion solutions to the toughest economic challenges facing the region.

To apply, please send a cover letter and resume to Rick Homans at rhomans@tampabay.org.