

# VC + INCLUDE

## Job Description: Administrative Coordinator

### **Summary**

At VC Include our mission is dedicated to increasing investment into historically underrepresented fund managers — women, Black, Latinx, Indigenous and LGBTQ — to drive economic growth through the power of diversity. VC Include is the first nonprofit to build impact-driven and diverse fund manager ecosystems designed to move the needle on shaping an inclusive economy and a more equitable world.

Join us and seize the opportunity to help deliver value to the global economy through the lens of diversity, equity, and inclusion to drive higher returns in the market and create positive social impact.

The position reports to VC Include (VCI)'s Chief Operating Officer. This role provides support to both the Executive Director and the VCI team, ensuring that all administrative aspects and components of the company are running smoothly.

As Administrative Coordinator you will play a central role in supporting our virtual team by ensuring that all administrative functions of our nonprofit are running smoothly. You will be our CRM administrator to help ensure our ecosystem of supporters are continually engaged. You will have the support to explore and introduce improvements for our growing organization. This position provides an opportunity for growth in responsibilities.

Your role is vital to the organization, which requires promptness, consistency, an easy going nature, intrinsic organizational abilities, and deep emotional intelligence. You will have to constantly think two steps ahead of the team to anticipate the needs of the senior Staff, without getting frazzled. There will be occasional weekend and evening work, which can be balanced with clear communication around schedule offsets. The Coordinator's main role is one of support, by some (but not all) methods outline below:

#### Executive Director Assistance:

- Coordinates and manages a comprehensive calendar for the Executive Director. Includes coordination with and collaborating with other senior leadership.
- Plans and coordinates all staff meetings and events as assigned
- Supports Board of Advisors related activities, including but not limited to executive committee and board meetings and communications.
- Prepares and manages all business transactions for the ED including P-Card receipts and expense reports

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## General Administrative:

- Steward information as needed, incl screening and directing public inquiries
- Maintain online platform/tools subscription accounts
- Maintain, update and improve use of shared CRM platform
- Facilitate approved purchase requests and securing nonprofit discounts
- Troubleshoot technical issues with VCI equipment and platforms for VCI team members and consultants
- Coordinate staff and consultant onboarding and offboarding for administrative services
- Support Executive Director and COO in coordinating team and board meetings and communications
- Maintain clear records of all administrative functions
- Organize and coordinate travel arrangements for team when needed
- Coordinate with, and assist COO in team management
- Provide weekly progress reports

## Overall:

- Maintain a smooth, timely and accurate flow of information and task completion.
- Documenting, analyzing, organizing and reporting various data and information to support the needs of team, programs and partners
- Collaborate on work that aligns with VCI's values and mission. Cultivate a culture of collaboration to achieve our organization's goals

## Experience:

- Excellent professional and succinct communication, writing and strong organizational skills in a fast paced environment
- Proactive to identify and anticipate needs, solve/envisage problems, recommend solutions, work independently
- Strong time and project management skills
- Attention to detail
- Desire to be proactive and create a positive experience for others
- Ensure the efficient and smooth day-to-day operation of VCI
- Required system skills:
  - Comfort/Advanced skill using Mac operating systems (iOS)
  - Advanced skill in Salesforce or other CRM platforms
  - Advanced skill in Google Workspace - including Gmail, Calendaring, Docs, Sheets, Slides, Forms, Admin, Contacts, Groups, etc
  - Advanced skill in Zoom - including hosting webinars, large groups, polls, breakout rooms, etc

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- Comfort/advanced skill using Microsoft 365 applications (Word, Teams, Excel, Powerpoint, Admin)
- Comfort using Slack, Calendly, DocSend, Salesforce
- Desired system skills: Apple Business Manager, Monday, Survey Monkey Apply, Zapier

Projected hours per week: 35 hours

Non exempt US based position with generous benefit package

Hourly rate: \$35 - \$40/hr Level based on location, experience and internal pay equity.

To apply, please submit your resume and cover letter to [jobs@vcinclude.com](mailto:jobs@vcinclude.com).

Research shows that men apply to jobs when they meet an average of 60% of the criteria, while women/other underrepresented individuals only apply when they meet 100% of them. We believe that people of color, people from working class backgrounds, women, and LGBTQ+ people must be centered in the work we do. Hence, we strongly encourage applications from people with these identities, or who are members of other marginalized communities. If you think you have what it takes, possess transferable skills, are quick to learn, but don't necessarily satisfy every requirement or meet every qualification, we would love to hear from you!