



Job Title

Executive Services Coordinator

To Apply

Send cover letter and resume to Laura Moore, lmoore@coastalgeorgiafoundation.org.

About Us

Communities of Coastal Georgia Foundation (CCGF) is a 501(c)(3) nonprofit public foundation with \$50 million under management serving Coastal Georgia and beyond. Our mission is to strengthen our communities through engaged philanthropy. CCGF connects people who care with causes that matter in Camden, Glynn, and McIntosh counties along Georgia's coast.

Position Overview

We are seeking a highly organized and motivated individual to join our team as a full-time Executive Services Coordinator. In this role, you will provide crucial administrative support to the executive team while also assisting in finance-related tasks within CCGF. You will assist in advancing the team's strategic goals of Sustainability, Scale and Scope, and Significance.

You'll find yourself in a dynamic and collaborative work environment, surrounded by a team of professionals who know how to balance hard work with a sense of fun. The qualified candidate who steps into this role will embrace our mission and understand that our team is united by a shared sense of purpose.

Qualifications & Skills

- 3 - 5 years of relevant experience in finance, accounting, business administration, or a related field is preferred.
- Works well effectively and independently, showcasing strong attention to detail and highly organized project-management skills.
- Proficiency in using Microsoft Windows Suite, CRM, and financial programs.
- Passionate about Coastal Georgia and philanthropy, with a strong desire to contribute meaningfully to our mission.

Responsibilities

Executive Assistance

- Provide administrative support to the executive team, including maintaining organizational and individual schedules, ensuring guests are hosted well, answering phones, and directing calls, handling mail, running work-related errands, and contributing to a professional and functional professional work environment by owning your role.

- Provide exceptional customer service through prompt and professional responsiveness to support requests, professional written and oral communication, and consistent follow through.
- Assist in the organization and execution of board meetings and events.
- Strengthen stakeholder relationships through professional and regular communication as appropriate.

Financial Administration

- Assist the CFO in maintaining segregation of accounting duties, including processing accounts receivable, accounts payable, and bank statement reconciliation to uphold financial integrity.
- Assist in the maintaining of accurate financial records by recording donor contributions and managing grantmaking activities.
- Assist in the daily processing of gifts and grants, including drafting, preparing, and managing all related communications.
- Provide necessary support to fundholders, grantees, and senior leadership as required to uphold operational efficiency and organizational goals.

Additional duties as assigned.

Salary & Benefits

- Competitive salary range: \$40,000 - \$50,000 annually.
- 401k matching, vacation, sick leave; 8 paid holidays, and 2 paid floating holidays.
- Health, dental, and vision plans.
- Vibrant and professional work environment in Downtown Brunswick.

Communities of Coastal Georgia Foundation is committed to diversity and inclusion in the workplace and is an equal opportunity employer. We strictly prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic, as outlined by federal, state, or local laws.

To Apply

Send cover letter and resume to Laura Moore, lmoore@coastalgeorgiafoundation.org.