

Feeding Westchester (Formerly Food Bank for Westchester) has an exciting opportunity for an experienced and mission driven Executive Coordinator. Tasked with database management, gift entry processing, research, and executive support to two critical areas of the organization. The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Coordinator will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The Executive Coordinator must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

### **Development Department Support**

- Manages gift entry process in Raisers Edge including checks, cash, manual credit cards, online gifts, matching gifts and pledges.
- Prepare daily deposits and reconciles batches with accounting department.
- Process event Sponsors and ticket revenue for events; Assist with post event revenue entry.
- Process and enter third party check donations detail look-up & entry into Raiser's Edge.
- Manage tribute gifts; Mail IMO/IHO cards as necessary.
- Produces daily financial reports and works closely with the Finance Department to ensure accurate reporting and entry for GL integrity

### **Executive Office Support**

- Complete a broad variety of administrative tasks for the President and CEO to potentially include: help manage an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Facilitate communication and coordination between the President and CEO's office and internal departments.
- Manage a variety of special projects for the President and CEO. Successfully complete other administrative tasks as needed including reviewing acknowledgement letters, drafting personal correspondence and creating and managing company-wide calendars.
- Prioritize assignments and handle matters expeditiously; follow through on projects, bringing them to successful completion - often with pressured deadlines.
- Create and manage distribution of regular departmental performance reporting.
- Manage monthly and quarterly dashboard reports from each department. Collect and compile information in a timely fashion for review by the President & CEO.

## **Job Requirements:**

- Bachelor's degree and 5 to 10 years admin experience at an executive level.
- Flexibility with regard to schedule, available for overtime when necessary; ability to travel locally.
- Experience and interest in internal/external communications, partnership development, and fundraising.

- Experience with Raisers Edge or other fundraising database management system.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail; ability to meet deadlines in a fast paced environment.
- Proficiency in PowerPoint, as well as the ability to prepare presentations for high level meetings including board and staff meetings is a must.
- Expertise with Excel a necessity. Should be very comfortable working with numbers, creating spreadsheets and performing data analysis.
- Expert level written and verbal communication skills.
- Proven ability to handle confidential information with discretion.
- Must have valid driver's license and use of a vehicle to ensure ability to travel independently for Feeding Westchester business.

### **How to Apply:**

Interested Applicants should send resume and cover letter to [postings@foodbankforwestchester.org](mailto:postings@foodbankforwestchester.org)  
Feeding Westchester is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services or any other category protected by law.