



Who We Are

The mission of Madison Community Foundation (MCF) is to engage Greater Madison in philanthropy to advance a more vibrant and equitable community. MCF is a nationally accredited community foundation and a trusted philanthropic leader.

- We collaborate with donors to support the causes they care about most
- We work with nonprofits to build endowments that provide an annual source of support for their mission
- We deploy grant funding in effective, efficient, and equitable ways that positively impact our community

The community of donors we bring together makes MCF strong. Our team makes MCF different. We know our donors and we know our community. Our commitment to both, for over 80 years, has earned us their trust. Madison is frequently named one of the best places to live in the country. While we are all proud of that recognition, we know there is still work to do to foster a community where fairness, inclusion, and respect thrive.

Our Team

MCF's dynamic team shares a commitment to our mission. We come from different backgrounds and bring different lived experiences to the table. Some people have worked at MCF for close to 20 years while others are new to the team. We encourage a full range of diversity and talent. Everyone's voice is valued.

Our office resides in beautiful downtown Madison, Wisconsin, conveniently located off the state's Capitol Square and is surrounded by restaurants, shops, and businesses of all kinds. Whether it is just the daily hustle and bustle, the free Lunchtime Live music series, Art Fair on the Square, or the largest producers-only Farmers' Market in the country, there is always something going on downtown. When you are part of the MCF team, you are in the middle of what makes Madison... Madison.

What We Need

MCF is currently seeking a full-time **Office Coordinator** to join the Finance & Operations team. This role is ideal for someone who seeks purposeful work in a friendly team environment alongside people of all ethnicities, backgrounds, orientations and abilities. Our ideal candidate is enthusiastic about this role at the organization, is trustworthy, is humble, desires to grow and learn both professionally and personally and is passionate about serving our community.

What You Do

Interested candidates should forward a cover letter – including how your skills align with the requirements of this position and how your values align with those of MCF – and resume to apply@madisongives.org. This position works in the MCF office in downtown Madison. Interviews are expected to begin in late January 2025.

Job Title:	Office Coordinator
Department	Finance and Operations
Reporting To:	Senior Operations Director
Date Approved:	December 31, 2024
FLSA Status	Non-Exempt

Role at Madison Community Foundation (MCF)

The **Office Coordinator** serves as the first point of contact for MCF stakeholders including donors, fundholders, Board members, volunteers and community leaders who call or visit MCF and the position plays a key role in supporting the strategic direction and mission of the Foundation. This role ensures smooth and efficient office operations throughout the organization and supports the Finance and Operations team by providing exceptional organizational skills, thoughtful communication and project management proficiency.

Summary of Major Responsibilities

Front Desk / Office Operations – 50%

- Provide outstanding customer service
 - Serve as initial contact for visitors and callers
 - Ensure lobby is appealing and inviting
- Facilitate office operations
 - Work with the Community Impact and Donor Engagement coordinators to ensure phone, mail processing, office security and kitchen duty coverage
 - Maintain general office cleanliness including lobby, office areas, conference rooms and kitchen
 - Coordinate conference room use; provide refreshments/assistance for meetings as requested
 - Keep office equipment, including phones, copier and postage machine, in working order and manage vendor relationships
 - Maintain office supply inventory and manage purchasing process
 - Run errands using own vehicle; IRS standard mileage rate reimbursement applies
 - Serve as liaison with building manager; prepare and submit work orders and coordinate janitorial needs
- Process incoming mail
 - Route information to appropriate parties; review incoming gifts and assign to appropriate funds
- Maintain office calendars for conference rooms and internal MCF staff calendar
- Manage organizational standard operating procedures (SOP) manual
- Identify opportunities for process and office management improvements
- Additional duties as assigned

Finance and Operations Support – 50%

- Provide administrative support to the VP of Finance and Operations
 - Coordinate Investment and Audit Committee meetings including agenda and material preparation, communication, AV and technical support and refreshments
 - Support departmental and organizational strategic initiatives
- Provide administrative support to the Senior Operations Director
 - Assist with database management and IT responsibilities
 - Coordinate external user access for website portal
 - Maintain departmental standard operating procedures (SOPs)

Finance and Operations Support (continued)

- Provide administrative support to the Finance team
 - Coordinate sales tax exemption, credit card and clothing programs
 - Support the biweekly fundholder distribution process
 - Serve as backup to Accountant for processing fundholder distribution requests
- Prepare organizational checks for mailing, including A/P and biweekly distribution checks
- Manage team and interdepartmental meetings including agenda preparation, minutes, tracking action items and following up as required
- Support departmental transition from paper to electronic storage
- Additional duties as assigned

This job description describes the general nature and scope of responsibilities for this position. Other duties and responsibilities may be assigned or removed at any time.

Work Environment

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space, or equipment used to perform the duties of the position
- Work with frequent interruptions
- Must be able to remain in a stationary position for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Success in This Role Requires

- Support of MCF values of integrity, generosity, effectiveness, sustainability and equity
- Experience with providing exceptional customer service and serving in an organizational role on a team
- Actively contribute to and promote a positive work culture
- Demonstrated problem-solving skills and ability to manage deadlines and competing priorities
- Strong listening, written and verbal communication abilities
- Excellent organizational skills and attention to detail
- A proactive work ethic and ability to work effectively as a team member
- Ability to maintain confidentiality; keep sensitive information private

Education and Experience

A minimum of three years of experience providing administrative support in an office environment or other relevant role and undergraduate degree preferred.

- Proficient use of Microsoft Office products
- Prior experience with donor management software; experience with akoyaGO preferred
- All candidates must be authorized to work in the United States without sponsorship

Salary Range

- \$45,000 - \$55,000