

HISTORIC OAKLAND FOUNDATION

Administrative Coordinator



Historic Oakland Foundation (HOF) is a 501(c)3 nonprofit founded in 1976 as the “friends of” group for Oakland Cemetery. Our mission is to partner with the City of Atlanta to preserve, restore, enhance, and share Oakland Cemetery with the public as an important resource and an island of tranquility in the heart of the city. Oakland Cemetery is a garden oasis, historical repository, cultural resource, leader in restoration, and a southern cultural entity. Learn more at: www.oaklandcemetery.com

HOF is accepting applications for the role of **Administrative Coordinator**. This position works with the Senior Director of Development and Senior Director of Finance and Administration to support the development and finance operations and the organization's fundraising efforts by increasing efficiency and accountability. The **Administrative Coordinator** is primarily responsible for data entry, acknowledging donors, processing and mailing memberships, managing the Salesforce database, and maintaining regular reporting. This role also serves as the project manager for special projects like large-scale mailing and high-volume membership recruitment processing. An important member of the Finance and Development Department teams, the person in this role will be responsible for helping HOF streamline administrative and operational systems to support revenue goals as it works to deliver on its mission to preserve, restore, enhance, and share Oakland Cemetery in partnership with the City of Atlanta. This role reports to the Senior Director of Finance and Administration.

Responsibilities & Duties:

Database Administration

- Maintain accuracy and integrity of the Salesforce database information
- Process all incoming donations and memberships into the Salesforce database
- Ensure gift acknowledgement for all incoming donations, in compliance with HOF's gift acknowledgement procedures
- Work with the Sr. Director of Finance & Administration to process weekly deposits and transactions
- Enter financial data in Salesforce database
- Compile monthly reports and reconcile with Sr. Director of Finance & Administration
- Support the annual reconciliation and audit processes, overseen by the Sr. Director of Development and Finance Department
- Maintain reporting schedules, pulling reports as necessary
- Maintain development and membership dashboards, incorporating regular updates
- Ensure departmental policies and procedures are well documented
- Troubleshoot database issues

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Administrative Support

- Compile and send materials to donors, as needed
- Record interactions with major donors in Salesforce
- Collaborate with Development Manager on donor mailings for fundraising campaigns and special events, including the year-end campaign
- Draft reports and dashboards as requested
- Assist with arrangements for meetings and events, including board meetings, donor site visits, and donor recognition events
- Coordinate supply and equipment orders, as needed

Membership Recruitment

- Support the Sr. Director of Development and Development Manager to execute on annual membership plan
- Collaborate and support special event membership recruitment
- Collaborate and support community marketing engagement for acquisition of new memberships

Role and Accountabilities:

- Work with the Executive Director and all HOF staff to expand and diversify HOF's community presence and audience, programmatic offerings, and revenue streams
- Conduct all work through the lens of elevating diversity, equity, inclusion, and access (DEIA), and play a central role in guiding the organization through a sustained period of organizational change whereby DEIA becomes the default lens through which all organizational attitudes and actions are conducted

Desired Education and Experience:

- Bachelor's degree in related field.
- A minimum of 3 years of working in administration with a non-profit organization.

Knowledge, Skills, and Abilities:

Required:

- Excellent project management and time management skills
- Exceptional verbal and written communication
- Customer service mindset
- Strong interpersonal skills and ability to work with a diverse group of professionals
- Ability to work within a complex institution with all levels of leadership, staff, volunteers, members, and donors
- Flexible, works well under pressure and deadlines
- Curious, motivated, and self-directed
- Strong administrative and organizational skills
- Work independently, as well as on a team
- Experience with database programs, especially Salesforce
- Proficiency in Microsoft Office programs—Excel, Word, PowerPoint, Outlook, and Donation Form platforms

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- Self-starter with demonstrated improvement of administrative processes, ability to multi-task and meet deadlines
- Must be available to work additional evening and weekend hours at special events and programs

Desired:

- Experience with Square or other point-of-sale systems
- Familiarity with Mailchimp, Click & Pledge, Veeva, and Eventbrite platforms
- Knowledge of Oakland's history, events, etc.

This role will have a hybrid work environment, with at least three (3) days per week in the office. Employees may occasionally lift boxes and equipment up to 15 pounds.

To Apply:

Interested applicants should email their letter of interest and resume to careers@oaklandcemetery.com or fax to HOF at 404-658-6092.

Position Classification:

This position is full-time. Salary is \$45,000-55,000 annualized, commensurate with experience.

Additional Information:

The statements contained in this position description are not necessarily all-inclusive, additional duties and responsibilities may be assigned and requirements may vary from time to time.

Professional business references and a background check will be required for all final applicants selected for a position. In accepting a position, it is understood that continued employment is contingent upon a satisfactory background check. A satisfactory background check is the absence of a criminal record which bears a demonstrable relationship to the applicant/employee's suitability to perform the required duties and responsibilities of the position.

Historic Oakland Foundation is committed to providing equal employment opportunity to all applicants and employees in full compliance with all state, federal, and local laws prohibiting discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, age, disability, or any other status protected by applicable law.

Historic Oakland Foundation is not currently accepting resumes from agencies for this position.