



JOB DESCRIPTION

Job Title Foundation Administrative Coordinator	Department HMC Foundation	Responsible To Supervisor: Kari Hamende
Principle Subordinates	Effective Date	Approval

POSITION SUMMARY:

The Foundation Administrative Coordinator is an integral member of the Foundation team, providing critical support for fundraising efforts, and ensuring the efficient operation of the Foundation office. This role is responsible for managing and optimizing the Donor Perfect database, coordinating executive administrative tasks such as board meetings and materials, and with a positive attitude acting as the first point of contact for visitors, donors, community partners, and colleagues. The position involves ensuring the accuracy and integrity of donor data, generating insightful reports, and supporting front-line office and event logistics to foster strong relationships with patients, families, and the community.

POSITION QUALIFICATIONS & REQUIREMENTS:

- High School Diploma or GED required; Bachelor's degree preferred.
- Minimum of 3 years of experience in healthcare, business administration, nonprofit administration, public relations, or related field.
- Experienced in managing CRM databases, including data imports/exports, queries, report generation, and working with web-based systems.
- Familiarity with fundraising practices and confidentiality standards.
- Proficiency in Microsoft Office (Word, Excel), including mail merges; experience with Canva, Adobe, and Paint a plus.
- Excellent organizational, communication, and time-management skills, with the ability to manage multiple tasks effectively.
- Ability to work both independently and as part of a team in a dynamic environment.
- Demonstrated problem-solving, troubleshooting, attention to detail, and critical thinking skills.

SKILLS:



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- Strong written, verbal, and interpersonal communication skills; ability to effectively communicate with both technical and non-technical audiences a plus.
- Ability to prioritize tasks and manage competing deadlines in a fast-paced environment.
- Comfort with problem-solving and collaboration with the Executive Director and other team members.
- Ability to maintain confidentiality of patient and donor data.
- Ability to represent the Foundation and its mission in a professional and engaging manner.
- Ability to respond positively to feedback and direction.

JOB DUTIES & RESPONSIBILITIES:

60% Gift Processing and Data Entry & Management

- Accurately enter and manage gift data for donations, pledges, grants/awards, and non-monetary contributions, adhering to the Foundation's protocols.
- Ensure timely and personalized donor acknowledgements within 3 days of gift receipt.
- Oversee credit card gift processing and documentation.
- Collaborate with the Executive Director to design customized reports for donor cultivation, solicitation, and administrative needs.
- Maintain the integrity and confidentiality of donor data, ensuring security of records and compliance with privacy standards.
- Generate and maintain queries/exports for campaigns, events, and ad hoc projects.
- Work with the Finance department to reconcile and close monthly Foundation financials.
- Assist in prospect research to support major gift solicitation efforts.

40% Executive Administrative Assistance

- Provide administrative support to the Executive Director, including answering the Foundation main line, managing guest reception, and coordinating board meeting materials and logistics.
- Support the planning and execution of special fundraising events and initiatives.
- Assist in sourcing materials for fundraising events and ensuring timely procurement.
- Schedule spaces for meetings and events, providing planning assistance and on-site support when needed.
- Assist in managing contracts/agreements related to fundraising initiatives, ensuring timely execution and compliance.
- Other administrative duties as assigned by the Executive Director.



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LOCATION:

Will have the ability to work at any of Empath Health's offices in Florida and remotely. May be required to travel to office locations within Empath Health's footprint.

EMPLOYEE ACKNOWLEDGEMENT

I understand and acknowledge that this job description sets forth the basic requirements necessary to perform the job identified and is not a detailed description of all job requirements that may be needed to perform the job. Empath Health needs may necessitate performance of multiple other tasks, duties, and responsibilities, including but not limited to, assuming the responsibility of other positions to deliver a high-quality service.

I further acknowledge and understand that this job description is not all-inclusive, and that Empath Health reserves the right to change job requirements as needed.

I understand and acknowledge that this job description is not a contract, in whole or in part, and that I am an employee at will.

Employee Name

Date

Employee Signature