

Come explore Deerfield Episcopal Retirement Community as our **Administrative Coordinator supporting the work of the Deerfield Charitable Foundation**. This role is a beautiful opportunity for someone who brings creativity and organizational skill together into great communications and event planning. Deerfield is an outstanding senior living community with a resort-like atmosphere, exceptional amenities, and great quality of life for our residents and staff.

The Administrative Coordinator performs a variety of administrative and support activities for Foundation work in beautiful Asheville, North Carolina on our 125-acre campus nestled in the Blue Ridge Mountains. The individual will report directly to the Executive Director of the Foundation.

In this newly created role, the Administrative Coordinator will work both independently and in collaboration with others, bringing a combination of creativity, thought leadership and roll-up-your-sleeves-and-get-things-done. No two days will be alike, and this is a role that blends big thinking about sometimes living in minute details. This role is true hybrid of leadership and execution - you'll represent the Foundation in partnership with the Executive Director and will have the opportunity to lead projects and at the same time will be the go-to person for administrative tasks that help to keep us running smoothly. Key responsibilities include:

- Activities to advance a Culture of Philanthropy at Deerfield.
- Confidentiality: Managing confidential materials with a high degree of professionalism
- Community Engagement: Engaging in outreach efforts to improve the lives of our Deerfield residents and older adults in the region.
- Ability to interact effectively with donors.
- Volunteer organization and documentation.

These responsibilities require excellent interpersonal and communication skills, organizational skills, attention to detail, and the ability to manage multiple assignments simultaneously. This job will require a willingness to run an occasional errand and work some evening/weekend events. This exciting role will include work such as:

Events

- Responsible for designing, organizing, and executing in-person and virtual meetings, conferences, community events and network building activities for residents, staff and community members associated with Deerfield.

- Responsible for logistics and execution of events, including travel, lodging, meals, booking space/rooms, advertising, audio/visual, and web-based technical support.

Donor Support

- Assistance and support with donor stewardship and recognition events, working with outside vendors and internal providers.
- Administrative Support: Providing administrative support and clerical duties as needed, including scheduling meetings
- Gift entry into donor database.
- All donor information entry and management, including working with our Legacy Society.
- Preparation of donor acknowledgement letters within three days of gift receipt.
- Preparation of all mailing and invitation lists.
- Preparation of donation reports and metrics data.

Community Engagement

- Support logistics and details for volunteer events that occur both on and off campus.
- Coordinate communications and participant lists, canvas for volunteers when needed and serve as a central point of contact for details on larger initiatives.

Administrative Support

- Provide a full spectrum of administrative support to the Foundation Executive Director, including preparation of material for Board Meetings, creating presentations, contributing to social media and serving as a key link to events on our campus and in the great Asheville community

And finally...

- Contributes to the Deerfield Charitable Foundations goals by working closely with all staff and residents in assisting with administrative support and clerical duties as needed, including scheduling meetings.
- Responsible for handling confidential materials with a high degree of professionalism.
- Some work outside of scheduled hours will be required, due to event timing or other factors.
- And the always famous “other duties as assigned” that might evolve.

Basic Qualifications

- 3 or more years of experience. Higher education may count towards experience.
- Prior experience in fundraising, donor management and/or philanthropy preferred; prior experience in a non-profit environment strongly preferred.

Additional Qualifications and Skills

- Bachelor's degree strongly preferred. Equivalent experience may serve in place of a degree requirement. Excellent interpersonal and communication skills required.
- The ideal candidate must be well organized with keen attention to detail, able to prioritize, use discretion with sensitive or confidential information, and manage multiple assignments simultaneously.
- Competency using a variety of applications such as Microsoft Office, Outlook Calendar, Canva, and the confidence to adapt/learn if not familiar with an application. Previous experience with donor management systems (such as Bloomerang) strongly preferred.
- Ability to work collaboratively with individuals with diverse perspectives..
- Ability to adapt and remain flexible in a changing environment.
- Proven success with providing exceptional service and a well-practiced ability to multi-task.

Our residents and staff make this an incredible place to work and we can't wait to add this role to our team.

Deerfield employees enjoy a full suite of benefits including PPO health insurance (no high deductible plans), an on-site clinic for staff that provides free primary care, dental, vision, 403(b) with employer match, generous time away, professional development, and scholarship opportunities. In addition, our employees enjoy access to many community amenities and a workplace culture that seamlessly blends heart and mind. Salary for this role will be in the \$58,000-\$65,000 range, dependent on experience.

Deerfield is faith-based, nonprofit, open to all, and provides a continuum of services to empower residents to live life to the fullest. We enrich the lives of those who live and work at Deerfield and commit to be a leader in the field of aging services. We provide a non-smoking campus and our employees provide either proof of COVID vaccine or provide a validated religious or medical exemption form. All new employees must successfully complete a background check and drug screen as part of our onboarding process.

Deerfield is committed to providing access, equal employment opportunity and reasonable accommodation for individual with disabilities in all aspects of our employment, our services, programs and activities. To request reasonable accommodation or for additional information, contact us at askhr@deerfieldwnc.org.