Position Opening: Administrative and Events Coordinator
Type: Full-Time Virtual Position
Location: United States – East Coast with access to Washington, DC
Salary: Commensurate with experience
Deadline: April 30, 2018 or until the right candidate has been found.
Starting Date: Immediate
Apply: Send resume highlighting experience **relevant to this position**
                     and two references to aecsearch@agag.org, subject line: last name

No telephone calls, please. Only final candidates will be contacted.

Are you a "getting things done" person who enjoys and takes pride in handling logistics and managing administrative systems?
Are you a responsible, motivated and flexible individual who works well in a virtual office environment but looks forward to face time with colleagues?
Are you curious, open to learning, a good listener and problem solver?
Are you looking to use your skills to work with a small non-profit working to make a difference?
Then join the Africa Grantmakers' Affinity Group team!

The Africa Grantmakers' Affinity Group (AGAG) is a project of the Tides Center. We are seeking an Administrative and Events Coordinator (AEC). This position is a virtual, full time, exempt position reporting to the AGAG Executive Director.

ABOUT THE ADMINISTRATIVE AND EVENTS COORDINATOR

The AEC plays a vital role in supporting the Executive Director in promoting AGAG's mission and interacts with the Steering Committee, members, consultants, vendors, colleagues and staff of other philanthropy support organizations and the public.

The candidate must be located in the U.S on the east coast with easy access to Washington, DC via train. This position requires six to eight days annually of domestic travel to attend quarterly in-person staff meetings and staff events. There is **no** international travel anticipated for this position.

The AEC requires strong administrative, information management, organizing, and planning skills. Knowledge of standard grammar and punctuation, ability to manage several projects at once and attention to detail are important. Experience working virtually using video conference, screen share tools and cloud-based software and file storage is required.

The ideal candidate:
- Has experience successfully working in a fast-paced virtual work environment
- Has self-directed time management and communications skills
- Works effectively alone and as part of a virtual team
- Can handle simultaneous projects at different stages of completion
- Is proactive in using the telephone and written communication
- Is open to learning new tools to manage projects
- Is self-accountable for deadlines and work product
- Has a sense of humor and works well with others from diverse backgrounds
- Is not easily flustered when the unanticipated occurs
- Well organized and proactive individual with "can do" attitude
- Takes the initiative to anticipate and resolve problems, ask questions and suggest alternative options

JOB DUTIES AND RESPONSIBILITIES

- Maintain and update contact management systems (Airtable, Constant Contact)
- Maintain and update project and program information
- Maintain membership information, renewals, payments, surveys, and inquiries,
- Schedule appointments and interviews using telephone, email, and SKYPE
- Manage project-wide calendar for deadlines, events and proactively tracks and alerts Executive Director

and others to upcoming deadlines
- Organize and maintain electronic filing and reference system of project documents and information
- Draft correspondence, proofread documents and update materials
- Track budgets and produce basic finance reports
- Manage calendar of the steering committee and other advisory groups meetings
- Assist with logistics and planning for conferences, interviews and online and in-person meetings
- Liaison with speakers, venue, and vendors
- Manage conference registrations and process payments
- Arrange travel and hotel arrangements for staff and speakers
- Coordinate agenda sessions and event surveys

Qualifications

- Three to five years of related work experience in administration and events coordination
- Undergraduate degree required
- Proficient in writing, reading and speaking English
- Accurate typing skills
- Proficient in using Microsoft Word, Excel, PowerPoint, SKYPE, ZOOM. Google Suite (mail, docs) is required. Other software used include Base Camp (project management), Airtable (database), Constant Contact/MailChimp (newsletter), Typeform (forms and surveys).
- Experience working in philanthropy helpful but not necessary
- Able to work in the United States
- Must have access to consistent, reliable high-speed Internet service

ABOUT THE AFRICA GRANTMAKERS' AFFINITY GROUP

AGAG is a membership network of grantmakers working to promote robust, effective and responsive philanthropy to benefit African communities. AGAG members are organizations that have a formal mechanism for grantmaking and come together to learn and share good practices in leveraging philanthropy and increase its impact in stimulating positive social change. **AGAG is not a funding organization, and we do not assist organizations in identifying funding.** Our main activities are:

- convening funders through our annual conference and other in-person and virtual meetings designed to help new and experienced funders form professional relationships, share effective practices, and deepen their knowledge about current events in Africa and in philanthropy

- curating and disseminating relevant information about the people and organizations working to leverage philanthropy and increase its positive impact.

- connecting people and ideas to promote partnerships and collaborations among the broad spectrum of grantmakers working to promote philanthropy to benefit African communities.

 For more information about AGAG, please see our website at www.africagrantmakers.org or follow us on Twitter @agagafrica.

Africa Grantmakers Affinity Group, a project of Tides Center, is an "at-will" and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

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