



Position Announcement: Executive Coordinator

Children's Action Alliance (CAA) is seeking a mission-driven individual to serve as the organization's Executive Coordinator. The successful candidate must be creative and enjoy working within a small, entrepreneurial environment that is community oriented. If you are committed to a mission that makes a difference, come join us at CAA.

[Children's Action Alliance](#) (CAA) has built a 36-year legacy of serving as an independent and nonpartisan advocate for Arizona children at the state capitol and in the community. We work with partners and policy makers to build an Arizona where all children and families thrive. CAA puts brain and heart power to work every day to influence policy and decisions affecting the wellbeing of Arizona children and their families through advocacy, research, media campaigns, coalition building, and community engagement.

Responsibilities: Reporting directly to the President and CEO, this position will provide executive support including through the following responsibilities:

- **Serve as the CEO's primary point of contact for internal and external constituencies**
 - Manage a busy calendar and schedule appointments for the CEO
 - Organize and coordinate executive outreach
 - Draft emails, letters, and newsletter to facilitate communication and updates
 - Host virtual and in person meetings and gatherings
- **Serves as a liaison and coordinator for the board of directors:**
 - Work with the CEO to set Board meeting dates and determine agendas
 - Compile board meeting materials and other meeting preparations
 - Coordinate Board meeting logistics and record minutes
- **Support office operations and organizational needs through the following duties:**
 - Coordinate staff meetings and plan and coordinate staff events
 - Administer the hiring process for all new staff, including posting job notices, organizing applicant materials, and scheduling interviews
 - Order and coordinate office supplies and organization collateral
 - Check mail and process consistent with office protocols
 - Provide support when needed for planning external meetings and events, including event logistics and refreshments
 - Collect media clips for the organization
 - Assist with office facility needs, including moving to a new building in 2025
 - Serve as a backup administrator for Office 365 and other online platforms

- Support the CEO by completing expense reports, tracking CEO time for grant and other reporting purposes, and arrange travel plans, itineraries, and agendas
- **Support Development Efforts**
 - Prepare and track donor communications, including solicitation and thank you letters
 - Coordinate in-house and out-going mailings
 - Enter and update donor/constituent information in CRM system, and follow internal protocols regarding data entry and maintenance procedure.
 - Generate reports reflecting donations and donor information
 - Manage monetary receipts, including database entry and coding

Qualifications:

- Two years of equivalent related work experience or a Bachelor's Degree is required
- Strong organizational skills
- Excellent verbal and written communication skills
- Ability to create power point presentations
- Ability to manage multiple projects, demonstrate a commitment to excellence in work, and meet deadlines

Compensation:

Starting salary range \$50,000 to 53,000 depending on experience and qualifications. Major medical and dental insurance, life insurance, tuition reimbursement, matching retirement contribution. Competitive leave policies for vacation, sick leave, and earned sabbatical.

Location:

CAA operates a hybrid working environment. This position is expected to work in office/in person two to three days per week and reside in the metro Phoenix area.

HOW TO APPLY

Please email a resume and cover letter to jcontreras@azchildren.org. Applications are due December 3, 2024 and will be reviewed on a rolling basis until position is filled.

Children's Action Alliance is an Equal Opportunity Employer. Our organization celebrates the insight and experience that a diverse community of employees brings to our work. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or other applicable legally protected characteristics by federal, state, or local law.