



**Children's Action Alliance
Executive Coordinator
3030 N 3rd St., Suite 760
Phoenix, AZ
85012**

<https://azchildren.org/>
www.azeconcenter.org

Company Description:

Founded in 1988, Children's Action Alliance (CAA), a 501(c)3 nonprofit organization, is an independent voice for children and families at the state capitol and in the community. CAA works with elected officials (local, state, federal, and tribal), agency staff, community partners, and coalitions to strengthen Arizona's investments in education, health care, economic supports, and services that support the safety, opportunity, and prosperity of all children and families in Arizona.

Location: CAA operates a hybrid working system with the expectation to work in the office two to three days per week at 3030 N. 3rd St., Suite 760, Phoenix, AZ 85012.

Mission: [Children's Action Alliance](http://www.azchildren.org/) (CAA) has served for 36 years as an independent and nonpartisan advocate for Arizona children. We work with partners and policymakers to build an Arizona where all children and families can thrive by influencing policy and decisions affecting the well-being of Arizona children and their families through advocacy, data, research, media campaigns, coalition building, and community engagement.

Budget size: \$2.6 Million

Reporting Structure:

The Executive Coordinator reports directly to the CEO, January Contreras.

Position Description: The Executive Coordinator serves as the CEO's primary point of contact for internal and external constituencies, and as a liaison and coordinator for the board of directors. They support office operations and organizational needs in addition to supporting development efforts.

Major Duties and 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 newsletters 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 arranging 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 the CRM system and follow internal protocols regarding data entry and maintenance procedures.
 - Generate reports reflecting donations and donor information
 - Manage monetary receipts, including database entry and coding

Required Knowledge, Skills & Abilities:

- A Bachelor's degree in a related field or 2 years of equivalent related work experience

- Strong organizational skills
- Excellent verbal and written communication skills
- Ability to create PowerPoint presentations
- Ability to manage multiple projects, demonstrate a commitment to excellence in work and meet deadlines

Compensation:

- The starting salary range is \$50,000-\$53,000, dependent on experience and qualifications
- Major medical and dental insurance, life insurance, tuition reimbursement, and matching retirement contribution.
- Competitive leave policies for vacation, sick leave, personal leave, and earned sabbatical.

Why consider the opportunity?

- Join a passionate team committed to creating positive change that ensures the well-being of Arizona families and children since 1988.
- A one-of-a-kind organization in Arizona, CAA represents several National Networks dedicated to delivering impactful policies and programs to those most vulnerable.
- Enjoy the flexibility of a hybrid work environment.
- Generous benefits include a 20-day sabbatical after completing 6 years of FTE and 12 weeks PFMLA after 6 months!

How to Apply:

Please send your resume and cover letter to:

Beth Christensen

Executive Recruiter

602-612-5586

bchristensen@duffygroup.com