

GRANTMAKERS —
FOR SOUTHERN
— PROGRESS

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Last Updated September 2023

Organization	Grantmakers for Southern Progress
Position	Senior Administrative Coordinator
Reports to	Director
Location	Remote, in the Southern United States
Team/Dept.	Operations
FLSA Status	Exempt
Position Status	Full-time
Salary	\$65,000 – \$70,000 annually
Website	www.g4sp.org

Grantmakers for Southern Progress: Who We Are

Grantmakers for Southern Progress (GSP) is a membership-based network of philanthropic leaders, practitioners, and individuals dedicated to leveraging resources for structural change in the South. GSP is designed to transform philanthropic giving and practice in the South, prioritizing equity-focused structural change.

We envision a growing network of philanthropic organizations and actors who fund across various tools and strategies. Our network explicitly intends to increase investments in organizations led by people of color seeking to build political power, economic opportunity, and social inclusion. GSP works towards philanthropy being in accountable relationships with directly affected communities. Therefore, we encourage and support our members to listen to and work with social justice movements and organizations working for racial, economic, and gender justice.

Our Organizational Culture

GSP is committed to being an anti-racist organization that centers and responds to the voice and liberation of Southern communities living in the margin. As we build a people-centric culture, we understand the complexities of aligning our mission, vision, and values with the experiences and interests of our staff. To ensure we successfully align ourselves and work towards equitable, structural change in the South, we hire people excited to engage in culture-building with us. Our employees are team players who engage authentically with others, are eager to learn, lead within their positions, and remain nimble to change.

In return, we commit the following to our people:

- We will evaluate and document our internal systems change process to ensure our structures meet the needs of our employees, members, and Southern communities who benefit from our work.
- We are committed to listening to and learning from our staff, the voices directly impacted by GSP's work and other organizations that have embarked on this journey to become antiracist organizations.
- We will strategically manage our staff's long-term career development to ensure their growth as a leader with and beyond GSP.
- We have implemented equitable salary policies and practices.
- As a fiscally sponsored organization, we have partnered with an institution that offers competitive benefits and abundant paid time off to encourage staff's health and well-being.

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- We commit to transparent and open communication. We will share relevant information, feedback, and expectations with our staff in a timely, honest, and respectful manner.
- We commit to building a remote work environment that encourages open dialogue across teams and with team leads, engages in active listening, and addresses concerns or issues promptly.

Position Summary

The Senior Administrative Coordinator will play a critical role in managing the organization’s daily operations. In this role, you will manage the organization's administrative needs and work closely with team coordinators to ensure all tasks are accomplished in a timely and efficient manner. Primary functions will include: coordinating office communications and facilitating key tasks and procedures, maintaining a master schedule of all meetings and commitments for the organization, providing logistical support for staff retreats, special events, and convenings; and coordination of the executive team's daily schedule, meeting logistics and travel arrangements. This full-time position reports to the Director.

Percentage of time	Key Responsibilities
40%	Scheduling & Coordination Functions <ul style="list-style-type: none"> • Organize, schedule, and manage staff retreats and meetings. • Coordinate travel arrangements and maintain calendars for the senior management team. • Develop and maintain the organizational calendar with all program-related, internal, and external meetings.
25%	Manage and Provide Direct Support for Administrative Tasks <ul style="list-style-type: none"> • Manage and direct the organization’s general emails and correspondence. • Filing and organizing internal records, invoices, and other important documentation • Provide logistical support for all meetings and events. • Work with finance and HR manager to ensure all financial organizational documentation is collected and submitted by staff. • Manage administrative tasks from senior managers and directors.
20%	Management Support <ul style="list-style-type: none"> • Trouble shooting organizational issues in coordination with management team. • Development and process all vendor contracts in coordination with the executive team. • Point of contact for vendor relationships • Research and enter data for organizational use. • Maintain an efficient and comfortable remote office Environment for all employees. • Other related activities as assigned.
15%	Team Coordination <ul style="list-style-type: none"> • Provide support to the Director for internal communications and correspondence. • Host planning and staff meetings and high-level action-oriented minutes • Using Microsoft Teams, manage all team pages to coordinate and share team updates, news, and general information.

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	<ul style="list-style-type: none">• Organize and lead internal meetings with coordinators and specialists to ensure all logistical/administrative tasks are identified, assigned, managed, and executed across the organization.
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Required Skills and Abilities

- Proven Experience as an Administrative Coordinator
- A meticulous approach to administrative tasks with high attention to detail
- Strong written and verbal communication skills
- Highly proficient in project and time management
- Exceptional interpersonal skills
- An analytical mindset with strong problem-solving skills
- Proficiency with Microsoft Office 365, various technologies and equipment

Required Qualities & Occupational Mindsets:

- This position requires a people-centered and pro-worker democratic approach.
- Ability to maintain utmost confidentiality of personnel information as required by law.
- Ability to use sound judgment in complicated situations.
- Aptitude and desire for working within a multi-cultural environment.

Preferred Education, Experience, and Certifications:

- Training Certifications
- 8 to 10 years of administrative experience
- Some college, associate degree, or four-year degree

Physical Requirements:

- Ability to remain stationary for extended periods of time
- Ability to use a laptop computer to perform work tasks

Job Details

- Remote work in the US South with travel expectations for staff retreats and organization meetings or events. Requires approximately 15% travel.
- A comprehensive benefits package that includes paid time off, health and life insurance, professional development, and a retirement plan .
- \$750 stipend for home office set-up
- GSP is a fiscally sponsored organization and as such, all staff are legal employees of the Highlander Research and Education Center.

Submissions require the following as separate PDFs:

- Cover letter
- Updated resume
- Two work references with current contact information.

Submission Instructions

- To apply, please submit your application packet to Tamiaka Mosley at tmosley@g4sp.org.
- The subject line for your submission should include your Name and Senior Administrative Coordinator

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Highlander's EEOC Statement:

Highlander is an equal opportunity employer and does not discriminate against any individual based on any non-merit factor, and is committed to an equitable workplace where everyone is treated as a respected and valued member of the team. We actively seek to build and maintain a diverse staff with regard to race, culture, ethnicity, class, religion, physical ability, age, gender, and sexual orientation. As an organization working in solidarity with the racial justice movement, Highlander is committed to fostering the leadership and elevating the voices of women, young people, people of color, Native people, immigrant and refugees, low-income people, LGBTQ+, and transgender, gender non-conforming, and non-binary people, people with disabilities, young parents, people who were formerly imprisoned, people who have received and people living in the many intersections of these experiences.