



Summit Foundation

Soul of the Summit

Job Title: Administrative and Board Coordinator

Location: Summit County, CO with an office in Breckenridge, CO

Reports To: Executive Director

Position Type: Full-time

About the Summit Foundation

The Summit Foundation is the heart of Summit County, Colorado, dedicated to inspiring donors, building lasting partnerships, and mobilizing resources to support our vibrant community. We raise and distribute over \$4.5 million annually, manage more than 75 Donor Advised and Scholarship Funds, and build impactful relationships to make a tangible difference in the lives of our neighbors. Whether it's through grants, scholarships, or strategic community partnerships, we are deeply committed to our mission to *enrich and improve the lives of the people and communities we serve*.

As a cornerstone of our local nonprofit landscape, the Summit Foundation is driven to *build a thriving community through innovative and philanthropic leadership*. We are looking for dynamic team members to help us grow and continue this important work. To learn more, visit our website summitfoundation.org.

Position Overview

The Administrative and Board Coordinator is a full-time position responsible for providing customer service, managing administrative tasks, and supporting Board coordination. This role involves being the first point of contact for Board members, donors, nonprofit partners, and community members, ensuring smooth daily operations. The coordinator will assist with organizing meetings, handling office technology, supporting finance functions, and helping with database management. This position requires strong organizational skills, attention to detail, and the ability to work collaboratively in a dynamic, team-oriented environment.

Key Responsibilities

General Customer Service

- Offer top-notch customer service to a wide range of people including the Board of Trustees, donors, nonprofit representatives, high school students and their families
- Provide a friendly and solutions-oriented first line of communication for the Summit Foundation
- Answer inquiries via email, telephone or in person such as grants, scholarships, philanthropy, and general questions about the Summit Foundation or the community or direct inquiries to appropriate Summit Foundation team members to provide specific support

Administrative and Office Coordination

- Coordinate meetings including obtaining locations, notifying attendees, and tracking RSVPs
- Pick up mail daily from post office
- Manage office technology including IT support functions, internet, copier, computers, and other associated technology needs and functionality
- Manage all office related functions including food and drink, office supplies, keys, parking, etc.
- Partner with the Philanthropy Team to support fundraising (silent auction items, other), communications with DAF distributions, volunteer management, and proofreading as needed
- Partner with Community Impact team to provide support as needed (scheduling space, delivering lunch, etc.)

Board Coordination

- Provide assistance for Board of Trustees (and committees) meetings including: taking formal meeting minutes, scheduling meetings, securing meeting room logistics, coordinating and preparing materials

- Ensure all Board of Trustees member information is accurately reflected in C-Suite (tracking software) and elsewhere in the Foundation's records
- Communicate necessary changes in Board membership to relevant team members to ensure consistency in communications and knowledge
- Support governance processes in partnership with the Executive Director (governance document review, board member expectations, committee support, etc.)

Finance Assistance

- Process routine accounts payable in partnership with the Finance Director (invoices, org monthly expenses, etc.)
- Provide other accounting assistance to the Finance Director as needed (weekly bank deposits, etc.)
- Assist with Donor Advised Fund tracking and donation distributions as needed (donation entry, tax receipts, etc.)

Database Support

- Assist with data entry as needed during busy giving seasons
- Develop expertise for software system
- Document processes and procedures as appropriate
- Assist with scholarship tracking and data as needed
- Other duties as assigned

Qualifications and Requirements

Experience & Education

- Experience in a community or nonprofit setting
- Bachelor's degree or equivalent experience in a related field
- Strong knowledge of local community needs and programs

Skills & Expertise

- Excellent organizational skills and attention to detail with the ability to manage multiple priorities and deadlines
- High proficiency in Microsoft Suite and other technology tools
- Exceptional written and verbal communication skills, including the ability to work with diverse populations
- Ability to maintain confidentiality and handle sensitive information with integrity
- Ability to navigate ambiguity and changing situations with strong strategic thinking and problem-solving skills

Personal Attributes

- A true team player with a collaborative, positive, and supportive mindset
- Strong interpersonal skills and the ability to build and maintain relationships with ease
- Professional and engaging demeanor with a focus on excellence
- Ability to manage stress and maintain composure under pressure
- Self-motivated and proactive with a commitment to achieving results
- A good sense of humor and willingness to have fun while working hard!

Additional Considerations

- Availability to work occasional evenings and weekends for Foundation events and activities
- Spanish language skills a plus

Physical Requirements

- Ability to lift up to 25 lbs. regularly and up to 50 lbs. occasionally
- Ability to sit or stand for extended periods of time
- Frequent use of hands and fingers for typing and handling office equipment
- Ability to navigate stairs and perform light physical tasks as needed
- Reasonable accommodations may be provided for individuals with disabilities

Why work with us?

At the Summit Foundation, we're a nimble, tight-knit team of passionate individuals who thrive on collaboration and problem-solving. We work hard, but we do it with grace, humility, and a sense of humor. We celebrate our wins, big and small, and support each other through the challenges. We believe in the power of relationships—whether with our community partners, donors, or each other. We invest in our people with competitive compensation, generous benefits, and a culture of respect and appreciation. We're committed to diversity and seek individuals who share our passion for creating positive change.

If you're someone who embraces new ideas, tackles challenges with resilience, and knows the importance of kindness, humor, and collaboration, we'd love to have you on our team.

Commitment to Creating a Welcoming Community at the Summit Foundation

We are proud to be an Equal Employment Opportunity employer and are committed to creating a welcoming and supportive environment for everyone. We value individuals for who they are, and discrimination of any kind has no place here.

Salary and Benefits

Starting Salary: \$57,000 annually, depending on experience

Annual bonus potential

Health Insurance: Comprehensive medical, dental, and vision insurance with employer contribution

Retirement: 401(k) plan with a company match

Generous Paid Time Off program

Additional: Employee Assistance Program (EAP), access to ski area passes, paid parental leave, professional development opportunities, flexible work schedule with remote work options available

Please submit a cover letter and resume to our Executive Director, Ellen Reid at ellen@summitfoundation.org by Friday, October 3rd, 5:00pm MT. For additional information on the Summit Foundation, please visit www.summitfoundation.org.