



**JOIN THE DevNW TEAM AS OUR NEW Executive Coordinator
(Salary Range \$48,000 - \$64,000 with benefits + flexible schedule)**

DEVELOPING THRIVING COMMUNITIES

DevNW and our CDFI partner, Community Lending Works (CLW) are fostering vibrant, inclusive communities by prioritizing affordable housing, asset development, wealth building, and small business development. To do this work we are deconstructing pervasive systems of oppression such as racism, classism, or sexism that maintain persistent disparities and perpetuate deep imbalances in power, opportunity, and wealth.

The Executive Coordinator’s critical contributions to this work are the following:

- **Provide administrative support to the CEO, to maximize the CEO’s time and attention on strategic initiatives while maintaining excellent communication with the DevNW team and other partners;**
- **Provide primary staff support to the Board of Directors, to ensure that board meetings run smoothly and board members have the consistent communication and information needed to conduct business;**
- **Oversee critical operational functions to ensure the smooth running of the Lane County office.**

To excel in this position, you will need these essential lenses:

- View an organization through a systems lens: be able to spot problems/inefficiencies, pinpoint underlying issues, and propose a change/redesign with appropriate parties to yield results
- Believe that planning, organization, and attention to detail are critical to successful operations
- Understand the gravity that comes with representing the CEO and the organization, and approach the role and its activities with integrity and care
- Be committed to continuous learning and improvement

It is CRITICAL that you have...

- 5+ years of experience* with executive support, office/operations management, or related field
- A love of (and advanced skills with) keeping people and projects organized while managing details and deadlines through efficient operational practices
- Excellent communication skills, both written and verbal, including the ability to craft certain internal and external communications on behalf of the CEO that maintain trusted relationships
- Understanding of (and/or willingness to learn about) systems of oppression and how they show up in day-to-day operations and admin functions
- Ability to navigate multiple tasks/projects simultaneously, while managing shifting priorities and deadlines through attentive triage with discernment for independent or collaborative solutions
- Propensity towards being proactive and taking initiative through responsive action
- Ability to learn and gauge which problems need independent vs collaborative solutions
- Proficiency and comfort with tech systems, including the MS Office suite, multiple teleconference systems, ; ability to learn new systems quickly which includes seeking out self-directed training tools
- Flexibility to work evening hours with advance notice (e.g. for board meetings)

**can be a combination of education/field experience that demonstrates required knowledge, skills, and abilities*



JOIN THE DevNW TEAM AS OUR NEW Executive Coordinator
(Salary Range \$48,000 - \$64,000 with benefits + flexible schedule)

DEVELOPING THRIVING COMMUNITIES

Example tasks/responsibilities for the Executive Coordinator:

- Manage the CEO’s schedule, routine email correspondence, and other administrative tasks and projects
- Schedule board meetings, assemble board packets, record and distribute minutes, facilitate the logistics of the onboarding process for new members
- Coordinate logistics for periodic in-person all-staff events (scheduling, venue, catering, etc.)
- Take on varied ad-hoc tasks or projects that contribute to the smooth operation of DevNW. Recent examples would have included (had we already had this position):
 - coordinating document submission for an organizational assessment by a national funder
 - training board members on the use of a new online Board Portal
 - taking input to draft a new Board Member position description and then managing the editing process through board member and CEO review
 - researching and assembling a list of strategic planning consultants
 - gathering info from several program managers and assembling answers to draft a response to a partner that requested input for a legislative agenda
- Manage routine office operations, including mail distribution, supply orders, maintenance schedule for company vehicles, etc.

It is GREAT if you have...

- Direct experience in the nonprofit sector and/or a company with multiple lines of business
- Mid-level formatting skills in the MS Office suite (e.g. formatting graphs and charts...not graphic design)
- Track record of coordinating groups and/or teams toward a goal

It is a BONUS if you also have...

- Ability to read, write, and speak in Spanish
- Experience working within (and/or lived experience with) community development, affordable housing, asset building, or related sector

Apply for this opportunity to support DevNW as our new Executive Coordinator by providing an introduction letter detailing your interest that includes the following by priority date June 20, 2022 to careers@devnw.org:

1. Describe how your journey thus far has prepared you for the Critical Contributions of this position
2. Detail your leadership philosophy and how you would implement it within this position.
3. Current resume

DevNW is an Equal Employment Opportunity Employer. All qualified persons are encouraged to apply. Applications for employment will be considered without regard to race, color, national or ethnic origin, religion, gender, gender identity, sexual orientation, marital status, age, disability, and any other characteristic protected by applicable law.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply; please use your cover letter or introductory email to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

DevNW values diversity and supports a welcoming, inclusive environment where all of our employees can thrive. We value a workforce that is representative of the communities we serve.