

Administrative Coordinator

National Public Education Support Fund

Washington, DC

Overview of Position:

The National Public Education Support Fund (NPESF), a public charity that serves as a national hub for convening and connecting influential leaders in education philanthropy, advocacy, research, policy, and practice, seeks candidates for the role of administrative coordinator. NPESF is seeking full-time candidates and the position will be based in Washington, DC. This position will be required to prioritize tasks, handle day-to-day details of scheduling and office management, and follow up on long-term projects as well as immediate administrative tasks. An interest in education policy is strongly desired.

About the National Public Education Support Fund (NPESF):

The National Public Education Support Fund (NPESF, the Support Fund) is fostering greater connectivity and alignment around shared values, including equity, racial justice, democracy, and the science of learning, to strengthen public education for all students. In so doing, we hope to help create the conditions for more coherent and effective collective action and impact by our partners in education philanthropy, policy, and practice across the country. The Support Fund is the organizational and financial home of the Education Funder Strategy Group, The Partnership for the Future of Learning, and Grantmakers for Thriving Youth. It is also helping incubate a Global Science of Learning Network. Our core focus is to support the development of funder learning communities so they can work in more connected and coherent ways; and to serve as a backbone to an action network, the Partnership, that is advancing long term strategies towards our mission to promote the opportunity for all children to receive an excellent education from birth through college and career.

Duties and Assignments:

- Provide administrative and project support to NPESF's various network teams and organizational leaders, including meeting scheduling, arranging travel, providing overall logistics support, event planning, project management support, and file maintenance;
- Communicate professionally with a large and diverse network of high profile actors and their staff/organizations, vendors and other groups;
- Execute approved transactions, process account payables, check requisitions and deposits;
- Coordinate events including catering, invitations lists, location arrangements and execution;
- Organize materials and supplies for board meetings, conference calls, and special events;
- Implement and/or maintain office communications, database, CRM and other technologies;
- Liaise with office landlord, vendors and IT consultants, as needed;
- Draft letters, emails, and meeting minutes;
- Assist with keeping grants reporting calendar through coordination of grant proposal and reporting for member foundations.
- Maintain flexibility in terms of duties and hours to anticipate and accommodate rapidly changing needs of employers;
- Scheduled hours: 9:30 am until 6:00 pm; additional times for scheduled events as needed.

Preferred Skills and Qualifications:

- Bachelor's Degree or equivalent experience

- Minimum 1 – 3 years of experience in similar professional role
- Strong background with office management and day-to-day administrative tasks
- Demonstrated effectiveness in written communication
- Technologically capable, including database management
- Experience in non-profit development

Core Competencies:

- Excellent interpersonal skills and ability to communicate with influential individuals
- Strong administrative, and organizations skills
- Self-motivated problem-solving skills, including the ability to develop novel approaches to solving problems and thinking on your feet
- Have an understanding of the field of American public education, its historical and current challenges including issues related to equity, democracy, and the role of major institutions
- Deeply believe in the mission and values of NPESF
- Ability to work cooperatively and collaboratively in a small office
- Even-tempered, good humor, and “can do” attitude
- Ease with social media
- Experience with or willingness to learn CRM (database) maintenance

Salary and Benefits:

- Anticipated salary range is \$45K-\$60K, final salary negotiation to be commensurate with experience
- Various holidays and annual leave allowance
- Health, Dental, and Vision Insurance
- 403(b) retirement savings plan

Steps to Apply:

1. Complete a strong review of the current online presence of NPESF and associated collaboratives.
 - [NPESF Website](#)
 - [Partnership for the Future of Learning](#)
 - [Grantmakers for Thriving Youth](#)
2. Get your professional digital footprint together, resume on LinkedIn, and references ready.
3. Prepare answers to the following questions before you enter them online:
 - What do you do now? Why do you do it?
 - Tell a true story about making a change in the world.
 - Why are you interested in this role, at this moment?
 - Please attach a 1-2 page sample of your work (memo, brief, correspondence, etc.).
4. Fill out our [Online Application](#).

The online application will remain open until the position has been filled. Questions or trouble? Email us at humanresources@npesf.org .

NPESF is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, gender identity, gender expression, age, ethnicity, national origin, immigration status, sexual orientation, religion, HIV serostatus, disability, height, weight, veteran status or marital status.