



Formerly the Richmond Gay
Community Foundation and the Gay
Community Center of Richmond

804-622-4646
1407 Sherwood Avenue
Richmond, VA 23220
DiversityRichmond.org

Position: Administrative Coordinator
Reports to: Executive Director
Location: Diversity Richmond
Richmond, Virginia

ORGANIZATION

Diversity Richmond is a nonprofit organization serving the LGBTQ+ community of Greater Richmond since 1999. Our mission is to be the hub of the LGBTQ+ community of Greater Richmond connecting people, partners, and programs in our work as a catalyst, a voice, a place, and a resource. Our programs seek to enhance the lives of LGBTQ+ people through increased connections to support, resources, and a community network. We produce the annual Pridefest that brings thousands of people together and operate the only non-profit LGBTQ+ art gallery in the south. Our facility and event space are used for recovery groups, community meetings, parties, and community celebrations. The community supports our work through Diversity Thrift, Richmond's favorite thrift store.

JOB SUMMARY

Diversity Richmond is seeking a full-time Administrative Coordinator to join the Center Staff. The Administrative Coordinator will provide admin support to the Executive Director. The role will work collaboratively with the Center Staff team in key areas that advance organizational goals and priorities. The position will handle development and fundraising tasks, provide comms support in key ways and offer general administrative support. The role supports the relationship between our organization and the community by demonstrating respectful, courteous, and cooperative behavior when interacting with diverse community members, visitors, and other employees.

This ideal candidate is a self-starter who is able to manage multiple priorities and work in a collaborative team environment. The person is ready to contribute to a positive work environment by treating others with care and respect. This position is a key link in supporting the efficient and smooth day-to-day operations of the organization. The position reports to the Executive Director and works closely with the Center Staff team.

PRIMARY RESPONSIBILITIES

Executive Director Support

- Manage work calendar for meetings, travel and special events
- Draft communications for the ED's overview
- Oversee to completion delegated tasks and projects
- Collaborate on developing admin processes and procedures to support organizational goals
- Plan and orchestrate work to ensure ED's priorities are met and organizational goals are achieved

Fundraising and Development Support

- Utilize donor database software system to track donor data, gift amounts, and contact information
- Update and maintain donor database
- Maintain donor engagement tracking matrix
- Co-create messaging/marketing materials to support fundraising efforts
- Strategize and design online giving campaigns using fundraising platform
- Create donor communications, including appeal and thank you letters
- Manage timely acknowledgments for all contributions to the organization
- Coordinate bulk mailings

General Admin Support

- Develop and implement admin systems that support organizational goals
- Maintain organizational files and documents
- Organize and maintain Google workspace for organizational documents
- Prepare various types of correspondence
- Inventory and order office supplies
- Support staff on special projects as needed
- Light office management duties as needed

QUALIFICATIONS & EXPERIENCE

- Previous experience as an administrative professional
- Hands-on experience with MS Word, MS Excel and Google workspace
- Experience with database management
- Familiarity with online platforms such as Harness, Canva, Adobe and SurveyMonkey
- Knowledge of major social media platforms
- Highly organized and able to create an organized and easy-to-follow system for others
- Ability to handle multiple tasks and duties simultaneously
- Independently motivated, with the ability to take on tasks and duties without immediate direction
- Strong organizational skills to coordinate the actions of multiple parties
- Outstanding written and oral communication
- Ability to analyze problems and determine workable solutions.
- A team player with leadership skills
- Willingness to learn new skills and software
- High School diploma or GED plus 2 years of administrative experience preferred

LOCATION & SCHEDULE

- Diversity Richmond is a hybrid work organization. Center Staff are in the office a majority of the time.
- This is a full-time, salary position that offers semi-flexible scheduling with one guaranteed remote work day.
- Ability to maintain a flexible schedule including occasional evenings/weekends is required.

COMPENSATION

- Full-time, exempt, 40 hours per week
- Salary Range: \$40,000 - \$43,000
- Paid holidays plus unlimited leave policy
- Medical, dental, and vision benefits available
- Annual professional development support

HOW TO APPLY

Qualified candidates can apply for this position by submitting a resume, cover letter, and salary expectations by email to jobs@diversityrichmond.org. Please include the name of the position you are applying for in the email subject line. No phone calls, please.

This job profile in no way states or implies that these are the only duties to be performed by the job holder. The holder of this position will be required to follow any other instructions or perform other duties as requested by their supervisor. This is not meant to be an exhaustive list of job duties. Essential elements may change if and when necessary.

It is the policy of Diversity Richmond to provide equal employment opportunity to all employees and applicants without regard to race, color, religion, sex, age, national origin, height, weight, marital status, sexual orientation, gender identity/expression, HIV/AIDS status, political affiliation, veteran status, familial status, disability status, or a Vietnam-era or special disabled veteran, or other legally protected status in accordance with state or federal law. The policy applies to recruitment, hiring, training, promotion, transfer, compensation, benefits, and all other aspects of employment.

At Diversity Richmond we believe that diversity is a strength, and that services for LGBTQ+ people need to be relevant and responsive to the needs of those most marginalized in our communities. Therefore, we strongly encourage applications from people with marginalized identities. Diversity Richmond conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks.