



POSITION ANNOUNCEMENT

Position title: Administrative Coordinator
Category: Full-time position
Reports to: Senior Manager, Strategic Alliances
Location: Kansas City, MO

Introduction

780 million people – about one in nine – lack access to safe water; 2.5 billion people lack access to a toilet. At Water.org, we are dedicated to changing this. Join us.

At Water.org we envision the day when everyone in the world can take a safe drink of water and experience the dignity of a toilet. For more than 20 years, we have been at the forefront of developing and delivering solutions to the water crisis. Founded by Gary White and Matt Damon, Water.org pioneers innovative, community-driven and market-based solutions to ensure all people have access to safe water and sanitation; giving women hope, children health and communities a future. To date, Water.org has positively transformed millions of lives in Africa, Asia, Latin America and the Caribbean by providing access to safe water and sanitation. Learn more at www.Water.org

Position Description

The Administrative Coordinator (AC) position at Water.org is a critically important role, enabling the Director and Senior Manager of Strategic Alliances to work most effectively with internal and external stakeholders and to fulfill their commitment to Water.org's employees, funders, partners and Board of Directors. The AC works to support the Strategic Alliances department; optimizing the efficiency and effectiveness of the team, which is responsible for managing a growing \$40 million portfolio of strategic funders and driving revenue growth at Water.org. The AC contributes significantly to creating cohesiveness and collaboration among the entire Strategic Alliances department, providing critical admin, team and research support and acts as a 'go-to' resource for both the Director and team. This is a collaborative and facilitative role that demands focus, organization and flexibility; and requires a highly resourceful individual with strong emotional intelligence, self-motivation and analytical skills.

Specific areas of responsibility

Administrative support

- Provide administrative support, manage calendars and priorities.
 - Prioritize and schedule internal and cross-departmental meetings for the Strategic Alliances Director and team; document key takeaways and share with constituents.
 - Prioritize, arrange and provide background materials on callbacks that best utilizes the Director's and Senior Manager's time. This also entails helping to assess new requests and funding leads with the department's Portfolio Manager.
 - Provide support with the office administrator to obtain international visas.
 - Provide support in planning site visits for donors.
 - Assist in planning and executing meetings.
 - Provide support in planning events for both internal and external audiences.
- Other activities as needed and requested.

Facilitate Relationship-Building and Team cohesiveness

- Serve as a key 'hub' for collecting, consolidating and disseminating cross-departmental information and initiatives both from and to the Strategic Alliances Department.
- Be an 'ear to the ground;' identify and work to solve or surface key departmental issues and opportunities.
- Develop communications that will inspire and connect team members within the Strategic Alliances Department.

Enhance Organizational Integration - Process improvement and information management

- Take initiative to identify and implement ways to enhance team coordination and effectiveness:
 - Create and manage standardized communication, processes and templates for ensuring team effectiveness. Research and surface solutions as needed.
- Provide support as needed to enhance effectiveness and achieve organizational goals.

Assist in Donor Research & Development

- Provide support to our research team by assisting in identifying potential donors.
- Provide background materials on potential donors; donor history, biographical information, contact information, etc.
- Take initiative on opportunities to identify potential donors.

Qualifications and Skills

- Bachelor's degree required, with proven two to three years of relevant experience recommended.
- Outstanding relationship-building and collaborative skills; strong ability to engender and maintain trust.
- Self-starter and quick learner; demonstrated ability to meet deadlines with minimal supervision.
- Excellent oral and written communication and interpersonal skills; professional, direct and effective communicator across levels and cultures.
- An ability to work effectively across all levels of internal staff, donors and vendors.
- Demonstrated ability to multi-task and prioritize effectively and efficiently.
- Detail-oriented and results-driven.
- Strong project management and organizational skills.
- Demonstrated success working in a fast-paced, rapidly changing team-based environment.
- Proficiency with Powerpoint, MS Word and Excel required. Experience with file-sharing or project management software a plus.
- Experience coordinating across remote offices and time zones a plus.
- Passionate about international development; experience in the water and sanitation sector a plus.

Salary/Benefits

This position offers full-time benefits, including medical/dental insurance, life and disability insurance, retirement program and periodic review for merit and incentive pay based on organizational and personal achievement. Salary will be based on education and experience, and will coincide with similar nonprofit organizations in international development. No relocation will be provided.

Application Information

Please go to <http://careers.water.org/applynow> to apply. Resumes will be reviewed as they are received.

NO PHONE CALLS PLEASE.

Deadline: None. Position open until filled.

Water.org is an equal opportunity employer. We do not discriminate on the basis of age, ethnicity, gender, nationality, religious belief, or sexual orientation.