

## POSITION DESCRIPTION

Title: Administrative Coordinator  
Status: Non-Exempt  
Category: Full-Time  
Reports to: Managing Director, WaterEquity  
Location: Kansas City  
Effective: April 2017

### Introduction

WaterEquity is a Kansas City based 501(c)(3) non-profit organization created to capitalize on social impact investing in order to provide more funding for water and sanitation microloans. Those loans change the lives of the 663 million people around the world who lack access to safe water and the 2.4 billion people who don't have access to a toilet.

WaterEquity taps into global capital markets and builds on Water.org's 25 years of experience and success to help scale and accelerate their solutions, such as WaterCredit. We are here to help end the global water crisis. Visit us to find out more at <http://waterequity.org/>.

### Summary

The Administrative Coordinator position enables the WaterEquity team to work most effectively and efficiently with internal and external stakeholders including: investors, donors, investees, and WaterEquity employees and its Board of Directors. Main responsibilities include administrative, travel, research, and investor relations support. This position will help optimize work flow for and collaboration within the WaterEquity 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.

### Key Responsibilities

*Work with the Managing Director to provide administrative support, managing calendars and priorities for the WaterEquity Leadership team:*

- Prioritize and schedule internal team meetings for WaterEquity, documenting key takeaways and progress regarding timeline and deliverables. This includes regularly updating project management documents during team meetings, identifying potential competing priorities and interdependencies across teams to deliver projects and deliverables.
- Provide support with travel (e.g. airplane tickets, hotel reservations, and international visas).
- Provide support in planning events for both internal and external audiences, including events and meetings with WaterEquity Board of Directors.
- Provide support on HR-related needs including drafting of job descriptions, posting new positions, and liaising with any external HR support.

*Facilitate Team Cohesiveness:*

- Serve as a key "hub" for collecting, consolidating, and disseminating information across the WaterEquity team, ensuring regular updating and filing of documents on the WaterEquity Google drive.
- Help the team refine and optimize work processes, particularly as the demand for materials and information from WaterEquity funders and investors increases, and as the WaterEquity team continues to grow globally. This includes taking initiative to identify and implement ways to enhance team coordination and effectiveness.

*Work closely with the Director of Business Development & Investor Relations, or the Investor Relations team, to assist in new prospective investor research, and compilation of key documents for investors and funders:*

- Research new investor and funder leads, filtering through emails and requests to the WaterEquity team from stakeholders. This includes identifying and researching leads on key conference participant lists, and vetting leads ahead and after key events such as the Annual GIIN Investor Forum, SOCAP, and World Economic Forum.
- Provide background materials on potential investors and funders, including the investor's philanthropic and investment history, biographical information, and contact information.
- Assist in the preparation of materials such as Power Point presentations ahead of investor meetings and WaterEquity Board of Directors meetings.
- Work closely with the Investor Relations team to maintain relationship management database to ensure accurate and timely tracking of prospective and existing investor accounts.
- Support with compilation and editing of WaterEquity investor progress reports.

### **Skills and Competencies**

- **Customer Focus** – Building strong customer relationships and delivering customer-centric solutions.
- **Communicates Effectively** – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. Provides timely and helpful information to others across the organization.
- **Nimble Learning** – Actively learning through experimentation when tackling new problems, using both successes and failures as learning fodder.
- **Action Oriented** – Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
- **Drives Results** – Consistently achieving results, even under tough circumstances.
- **Resourcefulness** – Securing and deploying resources effectively and efficiently.
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.
- **Self-development** – Actively seeking new ways to grow and be challenged using other formal and informal development channels.
- **Optimize Work Processes** – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **Manages Ambiguity** - Manages ambiguity by operating effectively, even when things are not certain or the way forward is not clear.
- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Financial Stewardship** - Demonstrates fiscally responsible decision making as applicable to one's role.

### **Qualifications**

- High School Diploma or equivalent
- Minimum of 3 years related experience
- 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, and impact investing sector a plus.

**Travel Requirement**

None

**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.

**Application Information**

Please apply at <http://water.org/about/careers/>

*Water.org is an equal opportunity employer and is committed to providing an inclusive environment. We do not discriminate on the basis of race, color, religion, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy status, military and veteran status, genetic information, and any other status protected by law. We provide qualified applicants and employees reasonable accommodation, when necessary, to enable individuals to complete the application process and/or perform the essential functions of the job.*