



## **Position Description: Administrative Coordinator**

**Location:** Hybrid; based in Cleveland County, NC

**Reports to:** Executive Director

**Status:** Full-time, Exempt (32 hrs. per week)

### **About Catawba Nation Foundation (CNF)**

The Catawba Nation Foundation is an independent 501(c)3 nonprofit dedicated to educational advancement, cultural preservation, environmental conservation, and economic development for the Catawba Nation, Cleveland County and the surrounding region, and Native American communities across North Carolina. Funded primarily by gaming revenues from Two Kings Casino, the Foundation invests in initiatives that address community needs, leverage opportunities, and create lasting impact.

To learn more, please visit [catawbanationfoundation.org](http://catawbanationfoundation.org).

### **The Opportunity**

The Catawba Nation Foundation seeks a highly organized, proactive, and relationship-centered **Administrative Coordinator** to serve as a key partner to the Executive Director and a central point of coordination across the Foundation's work.

This role is ideal for someone who thrives on creating structure, anticipates needs before they arise, and brings a strong customer-service mindset to external relationships and stewardship. The ideal candidate is detail-oriented and people-focused - someone who brings professionalism, discretion, and warmth to every interaction.

The Administrative Coordinator plays a critical role in creating capacity for the Executive Director by supporting external relationships while ensuring the Foundation operates with clarity, accountability, and excellence.

### **The Role**

The Administrative Coordinator serves as the organizational hub for administrative support, community engagement, and operational follow-through. This role helps ensure alignment across leadership, staff, board members, and external partners, and supports the smooth execution of meetings, community events, grantmaking operations, and internal systems.

This position is well suited for someone who is comfortable managing logistics, preparing materials, tracking details, and taking pride in helping others succeed while ensuring nothing falls through the cracks.



## **Key Responsibilities**

### **Project & Operations Support**

- Track key initiatives, deadlines, and deliverables using project management software (monday.com) to promote accountability and follow-through.
- Support planning and execution of internal meetings and Foundation events.
- Maintain and improve internal systems, templates, and workflows to increase efficiency.
- Coordinate with consultants, vendors, and external partners as needed.
- Serve as the administrative owner of internal data systems, including Foundant and Mailchimp, ensuring consistent data entry and reliable contact management.
- Organize, segment, and update contact lists to support timely communications, accurate reporting, and coordinated outreach.
- Monitor data quality and identify opportunities to improve efficiency within existing tools.

### **External & Community Relations**

- Coordinate logistics, scheduling, and documentation for meetings and engagements with external partners, grantees, and community stakeholders.
- Track external requests, communications, and follow-up to ensure timely responses and consistent information flow.
- Support planning and execution of community engagement activities, site visits, and convenings.
- Maintain accurate records of partner interactions, agreements, and engagement activities.
- Assist the Executive Director in managing external priorities by tracking timelines, deliverables, and next steps.
- Ensure external-facing processes and materials are organized, accurate, and aligned with Foundation standards and values.

### **Grants & Program Coordination**

- Support the administrative aspects of grantmaking, including application tracking, award documentation, reporting timelines, and recordkeeping.
- Maintain accurate and up-to-date records in the Foundation's grants management and contact databases to support data integrity and reporting.
- Manage the Foundation's marketing newsletter distribution list and related contact records to support outreach, stewardship, and engagement.
- Assist with scholarship and program-related administrative processes as assigned.
- Maintain organized digital and physical records related to grants, governance actions, and Foundation activities.



## **Administrative Support**

- Manage the Executive Director's calendar, scheduling, and logistics with foresight and attention to detail.
- Prepare correspondence, presentations, meeting recaps, and reports on behalf of the Executive Director.
- Handle confidential information with professionalism and discretion.
- Support expense tracking, reimbursements, and administrative processes in coordination with finance staff or vendors.
- Serve as a point of contact for general Foundation inquiries and ensure timely, courteous responses.
- Provide light administrative support to other staff as needed.

## **Qualifications and Competencies**

The ideal candidate will have the following professional qualities, skills and lived experiences:

- Strong organizational skills and attention to detail across multiple priorities.
- Ability to anticipate needs, solve problems, and follow through consistently.
- Clear and professional written and verbal communication skills.
- Ability to work independently while contributing to a collaborative team environment.
- Demonstrated cultural humility, respect, and diplomacy.
- Commitment to service, stewardship, and community-centered impact.
- Bachelor's degree or equivalent professional experience.
- At least two years of experience in an administrative, executive support, or coordination role (nonprofit or foundation experience preferred).
- Proficiency with Microsoft Office or Google Workspace.
- Experience administering a marketing or community newsletter and managing contact lists; Mailchimp preferred.
- Working knowledge of project management platforms used to track tasks and timelines; monday.com preferred.
- Comfort working in a small, mission-driven organization with evolving needs.

## **Work Environment**

The Catawba Nation Foundation is a growing, mission-driven organization with a small, collaborative team. As we continue to expand our programs and impact, staff members may have opportunities to engage in shared responsibilities across different areas of the organization, fostering professional growth and cross-functional learning. Flexibility and adaptability are valued, as occasional evening or weekend events may require attendance to support the Foundation's initiatives, community engagement, and Board or grantee gatherings. This dynamic environment offers the chance to contribute meaningfully to the Foundation's mission while shaping the organization's future.



This is a hybrid position. The Administrative Coordinator is expected to work three days per week in the CNF office in downtown Shelby, NC, with up to two days per week remote, subject to organizational needs. Occasional off-site meetings and events may be required.

### **Compensation & Benefits**

Salary is commensurate with the requirements of the position; and is in the \$55,000 range. Benefits include dental and vision health coverage, option for a health insurance stipend or medical insurance coverage, including flexible paid time off (PTO) policy designed to support employee well-being and work-life balance, 12 paid holidays and professional development opportunities.

### **To Apply**

The Foundation is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. Catawba Nation Foundation encourages candidates of all groups and communities to apply for this position.

Send all inquiries, nominations and applications via email to [careers@catawbanationfoundation.org](mailto:careers@catawbanationfoundation.org). Applications must include a resume and customized cover letter to be considered for the role.

No phone calls please, and no applications will be accepted directly from third-party posting sites.