



25
years

Office Coordinator

Position Description

PEAK Grantmaking is a member-led national association serving 6,000 philanthropy professionals who specialize in grants management and 500 member organizations. Our members come together to form a vibrant community that advances shared leadership and learning across the philanthropic sector. Collectively, we advance PEAK's mission to transform philanthropy by elevating the field of grants management and empowering grants management professionals to lead the way in operationalizing equity-centered, values-driven grantmaking practices.

Summary

The Office Coordinator is an organized, skilled, technology-focused, highly motivated individual who handles a broad and diverse range of responsibilities and assignments to support the Executive Office and the organization.

The Office Coordinator organizes and manages multiple organization-wide projects and helps PEAK's operations run efficiently and effectively. These efforts will include coordinating virtual and in-person events. The Coordinator should be highly knowledgeable of current and evolving office management best practices and be able to effectively introduce those practices to the full organization. The position also involves coordinating the activities of PEAK's Board of Directors and providing support for board members' education efforts.

The Office Coordinator serves within the executive office and reports to the Chief Operating Officer. Key relationships include close work with the Special Projects Manager and the Executive Team. In addition, the Coordinator collaborates with PEAK's Communications and Marketing, Membership, and Programs teams.

Duties, Responsibilities, and Authority

- Provide analytical and organizational support to the Chief Operating Officer and the President and CEO.
- Serve as liaison with executives, team leads, and board members to ensure organizational goals are met.
- Support an organizational culture that fosters passion for PEAK's mission
- Maintain open and frequent communication and work in collaboration with PEAK's teams.
- Assist with hiring, onboarding, termination, and offboarding.
- Manage company-owned equipment and supplies.

- Schedule and coordinate select internal and external PEAK events Assist the Chief Operating Officer with accounts receivable and processing daily bank deposits, expense reports, and mail.
- Assist the Special Projects Manager in coordinating activities, events, and engagements.
- Provide support to staff and external customers with respect and professionalism.
- Collaborate with the Membership Team members to complete membership fulfillment processes.
- Assist in preparing board and committee meeting materials.
- Support special projects and events as requested.
- Support the activities of other team members.
- Possess a positive attitude and a willingness to learn and contribute to the team.

Qualifications

- At least 3–5 years of professional experience in office administration and nonprofit operations
- Ability to manage multiple projects simultaneously, knowing how to prioritize and adjust timetables based on demand and other factors, as well as handle new or unplanned projects with agility and flexibility as they arise
- Outstanding customer service skills and a positive attitude
- Desire and ability to identify and solve problems and improve processes and outcomes
- Strong interpersonal and written communications skills
- Ability to effectively work independently, as well as part of a team, in a remote environment
- Commitment to PEAK's goals and strategy and the ability to adapt as those goals evolve
- Embraces the opportunity to contribute to a positive organizational culture
- Possess superb judgment, impeccable integrity, and the ability to handle sensitive information with care and confidentiality
- Advanced proficiency in Microsoft Office Suite, experience with a CRM or AMS, and skill using and managing applications such as Asana, Dropbox, Zoom, SurveyMonkey, and Slack

Compensation and Benefits

A comprehensive salary and benefits package will be offered, including health, dental, and vision coverage and generous vacation, holiday, and sick leave. The salary range for this position is \$70,000–\$80,000, commensurate with experience.

Commitment to Equity

Equal opportunity and having a diverse staff are fundamental principles of PEAK Grantmaking, where employment and promotional opportunities are based on individual capabilities and qualifications without regard to age, disability, gender, gender identity, gender expression, genetic information, national origin, marital status, military status, pregnancy or childbirth, race or color, religion, sexual orientation, or any other protected category as established under law.

Location and Work Environment

We are headquartered in Washington, D.C.. Due to the COVID-19 pandemic, our D.C. office is currently closed, we have a moratorium on business travel, and all employees are working remotely 100 percent of the time.

When our physical office reopens, local staff are encouraged to work at least one day a week in our office and may choose to work there Monday through Friday. This space is a shared office suite environment with moderate noise (e.g., colleagues' conversations, computers, printers) and light traffic.

Work-from-home and non-standard (flex) working hours are also available for this position. Many staff are virtual, and you will be asked to work five hours out of your eight-hour day during core working hours from 10:00 am–3:00 pm Eastern to accommodate peers across all time zones. You will be required to use collaborative software and video conferencing to stay in touch with coworkers and colleagues. Because team members are remote, PEAK regularly schedules both formal, required staff meetings and optional casual staff meetings.

Application Process

To apply for this position, please upload your resume [here](#).