



community development partnership

Job Opportunity Administrative & Executive Coordinator

The Community Development Partnership (CDP) seeks a full-time Administrative Coordinator to support the Finance & Administration Team and serve as the Executive Assistant to the Chief Executive Officer.

Description of Employer

The Community Development Partnership leads the Lower Cape in building a diverse year-round community of people who can afford to live, work and thrive here. To accomplish our mission, we promote, develop and manage affordable housing; nurture the launch and growth of small businesses; and facilitate collaboration with business, non-profit and government partners.

Achieving our mission requires several strategies and a range of programs. Our work starts with creating affordable homes—so essential to a healthy economy, but a real challenge in communities like ours where seasonal and vacation dynamics drive the market beyond the reach of many who live and work locally all year round.

We also work to launch entrepreneurs and strengthen local businesses. We believe a vibrant future depends on sustaining traditional industries and inspiring new ones—especially when they're based on renewable natural resources such as fishing and farming.

Since 1992, the CDP has been a leader in developing and delivering innovative programs that foster an economically and environmentally sustainable Lower Cape Cod community. As a community development corporation, we value economic diversity and are committed to the inclusion and participation of local area residents, business owners and leaders in setting our priorities.

Based in Eastham, MA, the CDP has an annual budget of \$3.9 Million funded through government & foundation grants, contributions from individuals & businesses and earned revenue. A staff of seventeen professionals is charged with delivering the organization's programs and the organization is governed by a 16-member Board of Directors comprised of business and community leaders.

Job Opening: Administrative & Executive Coordinator

Status: Full-time non-exempt Position (37.5 hours/week)

Time Frame: Review begins October 15, 2021, position open until filled

3 Main Street Mercantile, Unit 7, Eastham, MA 02642 ph: 508.240.7873 | 800.220.6202 fx: 508.240.5085

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DESCRIPTION

The Administrative Coordinator is responsible for a routine set of tasks and responsibilities as well as performs a full range of clerical and administrative functions. These include: handling mail, filing, copying grant proposals, scanning documents, and other administrative tasks assigned, managing scheduling for the organization's CEO, preparing materials for Board and Committee Meetings. The incumbent will assist the Finance Department with accounts payable preparation, administrative management and answering incoming inquiries from internal and external clients of the CDP. Based on the incumbent's level of experience and education, the incumbent will have an opportunity to assist the Director of Finance in developing and/or improving the on-going accounts payable and scanning processes.

The Administrative Coordinator will work from the CDP's office located at 3 Main Street Mercantile, Eastham, Massachusetts and there is an opportunity to work remotely up to 2 days per week following an introductory/orientation period. This is a Full-Time non-exempt position (37.5 hours/week).

Our Ideal Candidate

Our ideal candidate will be a creative professional with ambition and a strong work ethic, who preferably has experience in the non-profit sector. We seek an energetic, collaborative and dependable team player, who is passionate about the work, and enjoys coming up with new ideas as well as overseeing existing initiatives. Successful applicants are able to speak in non-financial language, can translate and teach financial literacy, relates well to the board of directors and multiple stakeholders, and is a strong writer and communicator. In addition, she/he should be creative, flexible, able to think outside the box, and able to transition creative solutions into a reality.

Specific duties will include but not necessarily be limited to:

- Receives mail, opens correspondence and distributes the mail to CDP employees
- Provides support in filing grant, accounts payable, and accounts receivable documents in CDP's filing cabinets. Maintains hard copy files in CDP's shared drive folders.
- Assists admin and fiscal manager in weekly check mailing
- Recommends improvements to CDP's filing system
- Copies/scans all checks and emails scanned copies of fundraising checks to appropriate staff members
- Copies/scans payments in accordance with grant requirements for monthly billings
- Updates Cash Log daily. Enters electronic funds transfers and ACH's from bank statements into Cash Log monthly. Reconciles Cash Log to CDP's accounting system monthly
- Accounts Payable:
 - (a) Disburses checks each week.
 - (b) Copies/scans payments and sends weekly emails to staff with scanned payments.
 - (c) As required, copies all invoices for CDP's properties and
 - (d) Files Accounts Payable documents accordingly.
- Prepares necessary paper work for Housing Rehabilitation Subordinations, etc.
- Maintains Finance Department files and disposes documents as appropriate.
- Responds to requests for support from Members of the organization's Board of Directors

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Specific duties (continued)

- Coordinates assembly and distribution of Board Meeting materials.
- Maintains Board Notebook and on-line portal.
- Maintains Board of Director meeting minutes in the shared drive.
- Manages the CEO's calendar and organizes internal and external meetings.
- Performs other duties as assigned (mostly related administrative and clerical duties).

Skills and Experience

There are innumerable ways to learn, grow and excel professionally. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. We are most likely to be interested in your candidacy if you can **demonstrate a majority of the qualifications and experiences** listed below. A passion for the CDP's mission along with knowledge of affordable housing and community development issues on Cape Cod.

Required

- A passion for the CDP's mission
- Completion of secondary school is required. A college degree in business and/or post-secondary training in business, administration, finance or non-profit organizational management is desired.
- Excellent computer skills and a high level of proficiency in Microsoft Office (Word, Excel, Power Point, Outlook 365), Zoom video conferencing; accounting software such as Oracle NetSuite and Salesforce.
- Experience using a computer, copy machine, scanner, fax machine, calculator and telephone.
- Possess sound knowledge of office practices and basic filing systems and be able to maintain the high level of confidentiality required by the position.
- Possess excellent writing and communications skills.
- Demonstrate the ability to work in a team environment, possess strong analytical and interpersonal skills.
- Commitment to results; 'can-do' mindset; outstanding problem-solving ability
- Experience at change leadership and change management
- Strong motivational and staff leadership abilities
- Excellent analytical, communication and presentation skills
- Sense of humor, integrity, personal sense of accountability

Desired

- Knowledge of affordable housing and community development issues on Cape Cod
- Bachelor's Degree in Accounting, Finance, Management
- 3 of years of experience in an administrative support capacity
- Knowledge of SalesForce and Oracle Netsuite accounting software



Compensation: Salary range is \$47,000 to \$55,000 annually. The CDP also provides a generous package of benefits including vacation, sick time, and retirement benefits.

The CDP is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The CDP is committed to building a diverse staff and strongly encourages applications from minority candidates.

To Apply: Please submit a cover letter summarizing your professional experience as it relates to the job description, followed by a resume, combined into a single PDF. Email your PDF to Alex Hopper, Administrative Manager, Alex@capecdp.org. References may be requested. Review begins October 15, 2021, position open until filled.