



Administrative Coordinator Job Posting

Position Summary

The Administrative Coordinator is responsible for providing general administrative support to members of the Ohio State Bar Foundation (OSBF) team, with a particular emphasis on supporting the Development Department. Additionally, the individual in this position will assist in the coordination of OSBF Board and Committee meetings.

The qualified candidate will contribute their talents to a statewide grantmaking organization working to create a more just and equitable legal system for all Ohioans.

Duties & Responsibilities

- Perform an array of administrative tasks including processing donations, preparing mailings, performing data entry, and improving the data integrity of the donor database.
- Prepare, proofread, edit, and send correspondence, letters, reports, and other content as needed.
- Provide general support for meetings and events. Reserve meeting space, send invitations, order catering, and prepare rooms for meetings (both in-person & virtual). Assist with meeting minutes as needed.
- Set up and maintain office resources, records, files, and supplies in an organized and efficient manner.
- Assist staff with scheduling meetings and sending calendar invitations.
- Coordinate maintenance of office equipment and tools
- Other tasks, as assigned

Requirements

- Associate or bachelor's degree preferred. High school diploma required.
- Five or more years of experience in an administrative support role in a professional environment. Administrative experience working in a nonprofit or within the legal community is a plus.
- Well-developed skillsets related to Microsoft Word, Excel, Power Point and Outlook.
- Experience using a CRM (Customer Relationship Management) system, such as Blackbaud Raiser's Edge is preferred.
- Excellent verbal and written communications skills.
- Excellent customer service skills characterized by a positive attitude, respect for all people, and timely and accurate responses.
- Demonstrated ability to organize and prioritize work, consistently meeting deadlines.
- Demonstrated ability to work independently with minimal supervision.
- Demonstrated ability to handle confidential information with discretion.
- A willingness to learn and utilize new technology solutions.



- Demonstrated team player with strong collaboration abilities.

Benefits

The Ohio State Bar Foundation offers a generous benefits package, including health, dental, and optical insurance with a yearly HSA deposit in the amount of each employee's health plan deductible. OSBF offers a 401(K) with employer match and an annual profit-sharing contribution. The OSBF provides ample PTO which includes almost all government holidays. The OSBF office is a hybrid workplace.

About the Ohio State Bar Foundation

The Ohio State Bar Foundation, a 501(c)(3) organization, works to promote philanthropy and encourage service to create a more just and equitable legal system for all Ohioans. The OSBF awards \$1,000,000 in grants each year to nonprofits and government entities that are working to fulfill its mission. Visit osbf.org to learn more.

To Apply

Please send a cover letter and resume along with salary requirements to: Michele Mitchell, c/o Ohio State Bar Foundation at 1700 Lake Shore Drive, Suite 230, Columbus, Ohio 43204, or email to mmitchell@osbf.org. No third parties or phone calls please.

The OSBF does not discriminate on the basis of race, religion, color, gender, age, national origin, sexual orientation, veteran status or physical or mental disability.