



## **Michigan League of Conservation Voters --- Executive Coordinator and Office Manager**

The Michigan League of Conservation Voters is seeking an Executive Coordinator and Office Manager to ensure the Executive Team is operating at peak efficiency and that our offices are highly functional, inspiring places to work. The Executive Coordinator and Office Manager also serves as a liaison to the Board of Directors.

The ideal candidate will be someone who is highly organized with a knack for improving processes and solving problems. They will be a clear and confident communicator, a skilled manager of competing priorities, and a methodical planner who likes logistics and moving work across the finish line. This position is an opportunity to become the point person for the leadership team of a statewide political organization, improve the internal operations of a complex family of organizations, create working environments that support a team of superstars, and develop leadership skills with the support and guidance of leaders in the political arena and environmental community.

### **About the Michigan League of Conservation Voters**

The Michigan League of Conservation Voters is a statewide political organization whose mission is to elect pro-conservation candidates to office and to hold all decision makers accountable for protecting Michigan's land, air and water. We work closely with elected officials, business leaders, partner organizations and advocates from across the state, and we have built a reputation as the leading, non-partisan political voice for Michigan's land, air and water.

Michigan LCV is an equal opportunity employer. We assure equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetic testing status, veteran status, disability, sexual orientation, gender status, or any other protected class established by all applicable federal, state and local laws and ordinances.

### **Job Responsibilities**

The Executive Coordinator and Office Manager is based in Ann Arbor. They report to the Operations Director and they work closely with the Executive Director, Development Director and Deputy Director. They are responsible for the following:

#### *Executive Support - 35 percent*

- Serving as the gatekeeper and the gateway by planning, coordinating and protecting schedules to ensure they are followed and respected, and creating win-win situations for direct access to the executive team's time and energy,
- Communicating directly and on behalf of the executive team with board members, donors, staff and others to keep them informed and engaged in opportunities to further Michigan LCV's goals,
- Providing a bridge for smooth communication between the executive team and internal teams, demonstrating leadership to maintain credibility, trust and support amongst Michigan LCV staff,

- Coordinating workflow on projects like annual and quarterly plans so that due dates are met, final drafts are completed and executive input and feedback is captured and integrated,
- Taking a hands-on approach to bring deliverables across the finish line, including drafting acknowledgement letters, personal correspondence, and other tasks that improve the executive team's ability to effectively lead the organization,
- Working closely and effectively with the executive team to keep them well-informed of and well-prepared for upcoming commitments and responsibilities,
- Managing administrative tasks including scheduling, email correspondence, travel arrangements, and preparation for meetings, events and speaking engagements,
- Researching, prioritizing, and following up on incoming issues and concerns addressed to the executive team, including those that are sensitive or confidential.
- Additional support as needed.

#### *Office Management - 35 percent*

- Answering phones and greeting visitors to Michigan LCV in a way that creates excellent first impressions,
- Checking and sorting mail daily, with special attention to processing contributions,
- Keeping offices organized, well-stocked with supplies and materials, and professional at all times,
- Filing and record-keeping,
- Monitoring our internal controls for financial health and compliance and ensuring they are implemented,
- Organizing logistics for staff meetings and retreats, as well as staff appreciation and social events,
- Serving as point of contact for landlords and office space vendors,
- Improving the functionality of all offices, creating manuals/checklists and ensuring workspace helps our team get great work done,
- Improving connectivity across all offices via technology, communication and cross-office relations in general.

#### *Board of Directors Support - 20 percent*

- Communicating proactively with board members to share information pertinent to upcoming meetings and Michigan LCV's work,
- Serving as board members' resource for connecting with staff, finding answers to questions or submitting feedback and recommendations,
- Planning successful board events and functions in partnership with the executive team, including orientation, quarterly meetings, committee meetings and bi-annual retreats,
- Learning and adhering to applicable rules and regulations set in bylaws regarding board and board committee matters,
- Managing all critical board-related documentation, including rosters, meeting minutes and schedules.

#### *Tech Support - 5 percent*

- Helping staff troubleshoot IT problems and serve as liaison to our IT consultants,
- Maintaining technology inventory and office equipment, research new tools and place orders when needed,
- Enforcing internal communications guidelines and policies.

#### *Recruitment - 5 percent*

- Owning our intern program, including recruitment, matching with staff, orientation and check out,
- Assisting with new positions, including supporting the hiring process and orientation,

- Working with the Operations Director to welcome new hires and equip them to do exemplary work.

#### *Help with Organizational Priorities - As Needed*

- Participate in organization-wide fundraising events,
- Help with all-hands-on-deck projects when needed, like canvassing, phonebanking, ect.

#### **Qualifications**

We are seeking candidates who can **stay on top of a wide range of work with competing deadlines without dropping the ball** and provide **top-notch customer service**. We are also looking for candidates who have a **respect for polished work and fine-tuned details**, and who **are positive forces in the face of shifts and changes**. You should have:

- Expert-level organizational skills,
- Sound judgment and the ability to make decisions when provided direction and criteria to do so,
- An aptitude for forward thinking, seeking opportunities and proposing solutions,
- A team player mentality with the ability to also be effective independently,
- Demonstrated ability to manage a heavy workload, achieve high performance goals and meet deadlines in a fast-paced environment,
- Proven ability to handle confidential information with discretion and demonstrate the highest level of customer/client service and response,
- An approach to new ideas with a sense of possibility,
- A belief that who we elect matters and that protecting Michigan's land, air and water should be a top priority.

#### **Benefits and Compensation**

Michigan LCV offers a competitive compensation and benefits package that includes the following: health and dental coverage, long-term and short-term disability coverage, life insurance coverage, a retirement savings program, reimbursements for business-related travel, a generous paid time off policy, and a team of smart, funny and kind colleagues working together to deliver on a mission that matters.

**How to Apply:** Please send your resume and cover letter to [jobs@michiganlcv.org](mailto:jobs@michiganlcv.org) and include "Executive Coordinator and Office Manager" in the subject line. Applications will be accepted and reviewed on a rolling basis.