



1220 Memorial Hwy. Suite C
Mount Vernon, WA 98273

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(360) 419-3181

The Skagit Community Foundation is seeking an **Administrative & Operations Coordinator** to join our team in Mount Vernon, WA.

The Skagit Community Foundation connects people who care with causes that matter: helping donors invest in the long-term health and vitality of Skagit County. Through charitable funds, grants, scholarships, and community partnerships, SCF supports nonprofits, students, and initiatives across the region.

Founded in 1993, SCF is experiencing significant momentum and growth, with more than \$10 million in asset growth in under five years. In 2025 alone, SCF facilitated more than \$2.7 million in grants and distributions, supporting 176 nonprofit organizations. SCF is a trusted partner in a wide-ranging community network, and plays a unique and growing philanthropic role in Skagit County.

Position Overview:

The Skagit Community Foundation is seeking a dependable, organized, and detail-oriented professional to provide administrative support to the Executive Director, Director of Development, and overall operations of the organization.

This position is focused on helping daily operations run smoothly through strong organization, communication, and clerical support. The ideal candidate is professional, adaptable, accurate, and enjoys supporting a mission-driven team.

What We Offer:

Working at the Skagit Community Foundation is an opportunity to support meaningful work that improves lives across our community. This position offers purpose-driven work and a unique behind-the-scenes view of local philanthropy.

- **Starting Compensation:** \$30.00–\$35.00/hour DOE
 - **Schedule:** 24–40 hours per week with a consistent, mutually agreed-upon schedule
 - **Benefits:** *Eligible following successful completion of a 90-day introductory period.*
 - Simple IRA with up to 3% employer match
 - \$500/month medical insurance stipend
 - \$200/month health & wellness stipend
 - **Paid Time Off:**
 - 3 workweeks of vacation (prorated based on schedule)
 - Sick leave
 - 10 paid holidays
 - **Work Environment:**
 - Collaborative, values-driven team culture
 - Opportunity to build relationships across a broad community network
 - Exposure to the nonprofit, philanthropic, and civic sectors throughout Skagit County
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Responsibilities:

Administration & Operations Support: (60%)

- Provide day-to-day administrative support to the Executive Director and Director of Development
- Schedule meetings, manage calendars, and coordinate logistics
- Prepare meeting materials and draft meeting minutes
- Maintain organized files, records, and contact lists
- Assist with office supplies, mailings, and general office needs
- Help track deadlines, tasks, and follow-up items

Data Entry & Financial Processes Support (25%)

- Enter and maintain accurate donor, grant, scholarship, and payment records in databases
- Prepare donation acknowledgments and tax receipts
- Organize financial documents for bookkeeping and audit support
- Assist with monthly Finance & Investment Committee meeting preparation

Communications Support: (10%)

- Assist with website updates and basic content changes
- Assist with creating and scheduling social media posts
- Support newsletters, mailings, and outreach projects
- Help create marketing & informative materials using Canva or similar tools

Special Projects: (5%)

- Assist with events, mailings, meeting setup & cleanup, research, and other projects as needed
- Provide general team support and other duties as assigned

Qualifications

- Associate degree preferred, or equivalent administrative experience
- Prior office or administrative support experience
- Strong organizational skills and attention to detail
- Professional written and verbal communication skills
- Ability to handle confidential information with discretion
- Proficiency with Microsoft Office, Google Workspace, and basic office software
- Experience with databases, CRM systems, Canva, or social media is helpful

Desired Qualities

- Dependable and service-oriented
 - Friendly, personable, and professional
 - Adaptable and motivated to continuously learn new systems and develop skills
 - Strong team player
 - Professional and relationally aware with donors and community partners
 - Committed to the mission and values of the Skagit Community Foundation
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