

Executive Assistant & Philanthropy Coordinator



Advances the mission through leadership support and philanthropy.

DEPARTMENT
Administrative

REPORTS TO
Chief Executive Officer

FLSA STATUS
Non-Exempt*

UPDATED
August 2026

Position Summary

The Executive Assistant & Philanthropy Coordinator is a highly organized and trusted professional who helps advance the mission of Generations by supporting executive leadership and strengthening the organization's philanthropic efforts. This role ensures executive priorities move forward, donor information is accurate, generosity is acknowledged with care, and fundraising initiatives are coordinated with precision.

Working across the organization and with donors, board members, volunteers, and community partners, this position combines discretion, warm relationship support, and exceptional execution.

WHY THIS ROLE MATTERS

People come to Generations for connection made possible by strong leadership, meaningful donor relationships, and operational excellence. This professional helps transform generosity into community impact while keeping executive and governance work organized, responsive, and moving forward.

Essential Functions

Executive Support

- Manage the CEO's calendar, meetings, travel, correspondence, priorities, and follow-up.
- Prepare presentations, reports, briefing materials, and executive communications.
- Anticipate needs, track commitments, and coordinate special projects and strategic initiatives.
- Handle sensitive organizational and personnel information with sound judgment and confidentiality.

Board & Committee Coordination

- Coordinate Board of Directors, Development Committee, and executive meetings.
- Prepare and distribute agendas, packets, minutes, calendars, and action-item follow-up.
- Maintain accurate governance records and support timely communication with board and committee members.

Donor Stewardship & Gift Administration

- Process charitable contributions accurately and promptly and maintain complete supporting documentation.
- Prepare timely acknowledgments, receipts, tribute notifications, and stewardship correspondence.
- Coordinate donor recognition and stewardship activities with the CEO and organizational leadership.
- Support thoughtful cultivation and follow-up while recognizing that the CEO and assigned relationship owners lead donor strategy and solicitation.

Fundraising Operations

- Provide administrative and logistical support for annual campaigns, appeals, events, and donor meetings.
- Track fundraising timelines, deliverables, responses, and campaign progress.
- Conduct prospect research and prepare concise donor or partner profiles.
- Support grant calendars, documentation, reporting, and files as assigned.

CRM, Reporting & Collaboration

- Maintain the donor CRM with a high degree of accuracy, confidentiality, and consistency.
- Generate gift summaries, mailing lists, segmentation files, dashboards, and fundraising reports.
- Partner with the Program Director to gather approved program outcomes and impact stories.
- Coordinate with the Director of Member & Volunteer Experience on appropriate member and volunteer engagement opportunities.
- Contribute accurate philanthropy content for newsletters, reports, campaigns, and other communications.

How Success Will Be Measured

Gift-processing accuracy and timeliness	Acknowledgment turnaround time
CRM accuracy and data integrity	Executive calendar and follow-through
Board and committee readiness	Campaign and event coordination
Grant administration support	Donor stewardship responsiveness

Qualifications

Education

- Associate degree required; bachelor's degree in business, communications, nonprofit management, public administration, marketing, or a related field preferred; equivalent experience considered where appropriate.

Experience

- Three or more years of progressively responsible experience in executive support, nonprofit administration, fundraising operations, donor relations, or a related field.
- Experience supporting senior executives and coordinating confidential, deadline-driven work preferred.
- Experience with donor management software, CRM systems, board support, or event coordination preferred.

Knowledge, Skills & Abilities

- Exceptional organization, prioritization, accuracy, and follow-through.
- Excellent written and verbal communication and professional presence.
- Ability to anticipate needs, manage competing priorities, and work proactively.
- High discretion and sound judgment with confidential information.
- Strong relationship-building skills and proficiency with common office, presentation, spreadsheet, and database tools.

Core Competencies

Executive Support	Organization & Planning	Discretion
Written Communication	Donor Care	Database Accuracy
Project Coordination	Professional Judgment	Collaboration
Attention to Detail	Adaptability	Mission Focus

Other Job Requirements

- Successfully pass a criminal background check and sex offender registry check.
- Maintain a valid Wisconsin driver's license, reliable transportation, and appropriate automobile insurance for organizational business.
- Work primarily during regular business hours with flexibility for occasional evenings and weekends for board meetings, fundraising events, and organizational activities.

Work Environment

This role is primarily office-based within an active intergenerational community center and regularly interacts with donors, board members, volunteers, partners, staff, and the public.

Physical Demands

Ability to sit, stand, walk, bend, reach, and occasionally lift and carry up to 25 pounds while preparing meetings, organizing materials, and supporting events.

Why Join Generations?

AN INVITATION TO MAKE AN IMPACT

At Generations, we're reimagining what an intergenerational community center can be. Every interaction, program, volunteer opportunity, and act of generosity can strengthen community. Join a collaborative team creating a welcoming place where people of all ages learn, connect, contribute, and thrive.

Generations is committed to equal opportunity and to a workplace where every person is treated with dignity and respect.

**Final FLSA classification should be confirmed based on actual duties, salary basis, and applicable law before posting.*