

## **Treasure Coast Hospice**

### **Foundation Administrative Coordinator**

Regular, Full-Time

Stuart, FL, US

#### **Salary Range:** \$23.00 To \$25.00 Hourly

The Foundation Administrative Coordinator plays a vital role in supporting the philanthropic mission of Treasure Coast Hospice by providing administrative excellence, donor stewardship, and operational support for fundraising initiatives. This position serves as a key point of contact for donors, volunteers, and community partners while ensuring the efficient day-to-day functioning of the Foundation office. This role combines strong organizational skills with compassionate relationship-building to enhance donor experiences, maintain accurate records, support fundraising events, and help advance the mission of Treasure Coast Hospice.

#### **Qualifications**

- Associate or bachelor's degree preferred.
- Two-three years of administrative, customer service, donor relations, or nonprofit support experience preferred.
- Strong proficiency in Microsoft Office Suite and donor database/CRM systems
- Proficiency in Raiser's Edge is required.
- Exceptional written and verbal communication skills.
- Strong attention to detail, organizational ability, and capacity to manage multiple priorities.
- Demonstrated professionalism, discretion, and compassion when working with donors and hospice-related missions.
- Familiarity with special events is a plus.
- Attendance is a condition of employment.

#### **Key Result Areas**

##### **Administrative Support**

- Provide comprehensive administrative support to the Foundation leadership team, including scheduling meetings, managing calendars, preparing correspondence, and maintaining files.
- Coordinate office operations, supplies, invoices, gift processing, and general departmental logistics.
- Prepare reports, meeting materials, presentations, fund reporting, and board support documents.
- Maintain confidentiality of donor and organizational information.
- Manage departmental records, filing systems, and internal processes.
- Generate reports for campaigns, donor activity, event participation, and fundraising performance.

##### **Donor Relations**

- Serve as a welcoming first point of contact for donors, families, and volunteers.
- Answer phone inquiries.

- Oversee the organization's brick and memorial tile programs.
- Support department systems, records, and data management to ensure accurate information and efficient operations.
- Assist with outreach, engagement, and relationship-support activities that advance departmental goals and organizational initiatives.

### **Event & Fundraising Support**

- Assist with fundraising events, campaigns, sponsorship fulfillment, auctions, and donor engagement activities.
- Coordinate event logistics such as invitations, RSVPs, auction packages, volunteer coordination, and follow-up communications.
- Support annual giving, major gifts, memorial giving, and special campaigns through administrative coordination.
- Help manage event timelines, supply inventories, and post-event reporting.

### **OSHA Category**

Position will be categorized as category III (involves no routine or potential exposure to blood, body fluids/tissues).

### **Working Conditions**

- Typing or otherwise working primarily with fingers rather than with the whole hand as in handling.
- Sedentary – Exerting up to ten pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria met.
- The work is required to have close visual acuity such as/preparing and analyzing data and figures; transcribing, viewing a computer terminal; extensive reading.

### **Additional Information**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Incumbent may be required to perform emergency duty before, during and/or beyond normal work hours or days in the event of an emergency, crisis situation or disaster (man-made or natural) including evacuation sites. The person in the position will work in a smoke-free location and is expected to adhere to all smoking restrictions.

<https://treasurehealth.org/175/Careers>

To apply: [Online registration](#)