



The Kenora & Lake of the Woods Regional Community Foundation Administrative Coordinator

Job Title: Administrative Coordinator
Reports to: Executive Director
Type: Permanent Full Time
Location: Kenora and Lake of the Woods Region;
Salary Range: \$62,500 plus benefits

About The Foundation

The City of Kenora and the neighboring communities of Redditt, Minaki, Sioux Narrows/Nestor Falls, the Indigenous Communities of Treaty 3 and the unincorporated areas surrounding Lake of the Woods are an inspiring and ideal place to live, work and raise a family. They offer countless opportunities and have given much to many. The Kenora Lake Of The Woods Regional Community Foundation (KLWCF) exists to ensure that these opportunities continue for future generations.

Are you looking for a challenging and rewarding role? Are you committed to making an impact in your community? Are you a master multitasker who thrives in a fast-paced environment? Are you looking for an opportunity to showcase your exceptional organizational skills and attention to detail? If so, we have the perfect role for you!

Kenora and Lake of the Woods Regional Community Foundation is actively seeking a dynamic and talented Administrative Coordinator to join their team. As the administrative backbone, the successful candidate will play a critical role in ensuring the smooth and efficient operation of the office. This is an exciting opportunity to become an integral part of a growing nonprofit organization and work alongside a team of passionate professionals. Embracing the foundation's mission, you will effectively promote and communicate their values, vision and strategic plan.

Position Summary

The Administrative Coordinator is responsible for daily activities including but not limited to financials and donations; stewardship, community engagement, and events; grant-making; administrative and operational support.

The successful candidate will possess the following:

- A degree or diploma in business administration or proven relevant experience in similar administrative roles
- Proficiency in financial management, with a keen eye for detail, including
 - Processing donations and issuing charitable tax receipts
 - Accounts payable/receivable and monthly reconciliations
 - Maintaining accurate financial and donor records
 - Assisting with budget preparation and financial reporting
 - Working with the Foundation's Treasurer/accountant/auditor
 - Maintaining appropriate financial controls and documentation
- Excellent communication and interpersonal abilities, fostering positive community relationships

- Exhibit outstanding organizational skills by handling multiple priorities with strong time management skills
- A proven commitment to excellence in donor stewardship, including
 - Maintaining donor and fund-holder records
 - Supporting donor stewardship and communications
 - Assisting with fund agreements and documentation
 - Responding to donor and community inquiries
 - Supporting donor events and recognition activities
- Proficient with computer applications and software (including Microsoft 365, CRM/donor databases, and accounting software, grant-management platform) and assisting with preparation for Board and committee meetings, including agendas, meeting materials, minutes, records and follow-up actions. Ability to learn new technology quickly.
- Proficiency in grant administration, specifically
 - Coordinating grant application and review processes
 - Maintaining grant records and documentation
 - Supporting granting committees and Board processes
 - Preparing grant agreements and correspondence
 - Tracking grant payments and reporting
 - Supporting grant ceremonies and impact reporting
- Recognized for maintaining personal integrity and upholding the highest ethical standards
- Experience working with non-profit organizations or registered charities considered an asset
- Ability to work independently and collaboratively in a small office environment
- Strengths in client services and ability to maintain confidentiality and exercise sound judgement
- Experience in event coordination, assisting with planning, coordination and execution of Foundation events, donor activities, granting ceremonies and fundraising initiatives
- A valid driver's license and access to reliable transportation.

Benefits

- Competitive salary and benefits package
- Flexibility for occasional remote work from home
- A supportive and collaborative work environment where your contributions are valued
- The chance to make a significant impact on our community and support its growth by being a part of a passionate team dedicated to making a difference in Kenora and the Lake of the Woods region.

Accessibility Statement

KLWCF is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power. We encourage all applications including members of groups experiencing barriers to equity.

If you are ready to embrace this exciting opportunity as an Administrative Coordinator and contribute to the success and important work of the Kenora and Lake of the Woods Regional Community Foundation, we invite you to apply. Submit your resume and cover letter to exec.director@klwcf.ca.

Please note that applications will be reviewed as received, and the position will remain open until a suitable candidate is selected. We thank all applicants; however, only those selected for an interview will be contacted.