

# GULF COAST COMMUNITY FOUNDATION

Do you want a rewarding career that gives back to our community? Then, join the team at Gulf Coast Community Foundation, where our values of **Authenticity, Collaboration, Curiosity, Trailblazing, and Grit** drive our bold, proactive philanthropy. Together with our donors, we transform our region and envision thriving communities with opportunities for all.

We are looking for an **Administrative Assistant** to assist the offices of the Chief Financial Officer (CFO) and the President|CEO. This in-office position reports to the CFO with a dotted line to the Executive Assistant to the President|CEO and plays a vital role in facilitating effective communication, managing schedules, and handling administrative tasks for the finance and executive teams; and serves as the primary back-up for the front desk reception. This is a full-time position has an hourly pay range of \$21.70-\$27.15, and a comprehensive benefits package.

**To be successful in this role**, you'll need a high school diploma, 2+ years of administrative experience (preferably supporting executives), notary certification (or ability to obtain in 6 months), Microsoft Office proficiency, and exceptional organizational skills. You must maintain absolute confidentiality with sensitive donor information, demonstrate strong communication abilities, and work effectively both independently and collaboratively.

**Excellent benefits** include medical, dental, vision, short- and long-term disability, life insurance, and a 401k with employer match (many of which are fully paid by the Foundation). Plus, 200 hours of paid time off and 12 paid holidays per year, cell phone reimbursement, and many others.

**Exceptional Culture:** You'll be empowered to deliver exceptional service while working in a dynamic, hybrid environment. Our collaborative culture encourages accountability, trust, clarity, and alignment while fostering teamwork, innovation, and professional growth. Our employees are empowered to take measured risks and push confidently into the future together.

Status: Full-time, Non-Exempt, Hourly

Pay Range: \$21.70-\$27.15 hourly

**To see the full job description and learn more about our benefits**, visit [GulfCoastCF.org/careers](https://GulfCoastCF.org/careers)

**To Apply:** Send resume to: [jointheteam@gulfcoastcf.org](mailto:jointheteam@gulfcoastcf.org)

Headquartered in Venice, FL and with a second office in downtown Sarasota, FL, Gulf Coast Community Foundation was founded in 1995 to serve our community - forever. Together with generous donors, dedicated community partners, and an innovative team of talented employees, Gulf Coast identifies the needs of our community and leads strategic efforts to transform them. The Foundation has granted nearly \$600 million in the areas of: health and human services, civic and economic development, education, arts and culture, and the environment. Gulf Coast was named one of the "Best Nonprofits To Work For" nationally. To learn more, visit [GulfCoastCF.org](https://GulfCoastCF.org) and follow us on [Facebook](#), [Instagram](#), and [LinkedIn](#).