



## **PFC Executive Coordinator**

- Are you interested in helping Canadian foundations to ***fulfill their missions and better serve the common good***? You can do so by being at the centre of all the work supported by PFC, the national umbrella association for private and public philanthropy.
- Do you like to be the glue, the go-to person to solve problems and propose practical solutions? Who makes everything run smoothly?
- Are you a person who pays close attention to details and numbers?

We are looking for an Executive Coordinator to support and foster collaboration among the PFC team while performing key detailed organizational tasks including those related to Governance, HR, finance, IT and office management.

Reporting to the PFC President and CEO and collaborating with PFC's leadership team, you will support PFC in achieving the goals identified by the 2021-24 strategic framework. You will work within a dynamic, dedicated and agile virtual team across Canada. The pace of work is fast, and we expect the chosen candidate to have great versatility and flexibility as well as autonomy and initiative. The successful candidate must be highly organized, results-oriented and possess the demonstrated ability to effectively anticipate workflow and manage multiple priorities with calm and confidence.

What you bring:

- BA or equivalent
- Fully bilingual
- Excellent written and verbal communications
- Strong interpersonal skills in resolving conflict and building consensus
- Detail-oriented and thorough while managing multiple projects and deadlines
- Able to work both independently and as part of a team
- Good judgment and effective decision-making skills
- Discretion, reliability, and punctuality with a high ethical standard
- Enjoys being part of a diverse team with range of backgrounds and age groups,

### **Other desirable assets**

- Experience supporting a CEO and Board
- Experience with QuickBooks Online and Salesforce
- 3 – 5+ years' experience in the non-profit sector
- Demonstrated interest in philanthropy

If you believe that your profile meets our needs, kindly forward your résumé with a cover letter to [hr@pfc.ca](mailto:hr@pfc.ca). All information received will be treated in the strictest confidence. Review of applications will begin on June 14th. Salary range starts at \$50,000-\$52,000 and is fully commensurate with experience and education. PFC offers a comprehensive benefits package. The position will remain open until filled. PFC is committed to diversity, equity and inclusion in its employment policies and practices. It is dedicated in creating a workplace culture of inclusiveness and welcomes applications from Indigenous Peoples, racialized individuals, persons with disabilities, persons of minority sexual orientations and gender identities.