



Administrative & Database Coordinator

Reports to: OSBF Executive Director

Position type: Full time, exempt

Statement of Major Function

The Administrative & Database Coordinator is responsible for providing general administrative support to members of the Ohio State Bar Foundation (OSBF) team and contributing directly to the organization's development efforts. In addition, the individual in this position will assist in the coordination of various meetings, programs and events.

The qualified candidate will contribute their talents to a statewide grantmaking organization with a mission of educating the public about the rule of law and working to build a better justice system.

Duties and Responsibilities

1. Performs an array of administrative tasks including preparing mailings and providing scheduling assistance to the team
2. Responsible for entering data into the donor database, recording gifts, and running basic queries and standard reports. Ensures accuracy of data is maintained, research information as necessary in order to provide updates. Handles donor correspondence in a timely manner. Answers basic donor questions as needed.
3. Provides general support for meetings and events. Reserves space, orders catering, and prepares rooms for routine in-person Board and committee meetings throughout the year, as well as Board Orientation, Board Dinner, Board Retreat, Past Presidents' Luncheon, and any other similar meetings. Assists in coordination of fundraising events and programs, i.e., contacting sponsors, volunteers, etc. Makes nametags, sign-in sheets, table tents, and other similar items as needed. Ensures awards are ordered and appropriately distributed to recipients.
4. Maintains resources, records, files, and supplies in an organized manner. Updates Trustee Orientation Binder, New Employee Binder, Board Bio Book, and other similar materials each year. Compiles contact information and meeting schedule for the Board and Committees. Assists with file set-up and general filing. Places orders for office supplies as requested by staff and manages inventory; maintains organization of office supply closet and items in basement storage. Executes document retention policy.
5. Collaborates with other staff members in a team environment to support the work and overall mission of OSBF and participates in appropriate events to represent the organization as necessary.

6. Takes on other duties as needed. Assigned tasks will vary throughout the year based upon the changing needs of the team.

Disclaimer

This job description is not intended to be an exhaustive list of all duties performed in this job. The person in this position is expected to be collaborative and work with others in the OSBF office to contribute to the overall mission and work of the Foundation.

Qualifications

- Associate or bachelor's degree preferred. High school diploma required
- 3 or more years of administrative support experience in a professional environment
- Prior experience in a nonprofit setting desirable
- Strong interpersonal skills, positive outlook, and a desire to contribute to the success of the team
- Demonstrated organizational skills and experience with routine meeting and event coordination
- Ability to consistently meet deadlines
- Previous experience working with a donor database or customer relationship management platform preferred; knowledge of Blackbaud products (Raiser's Edge) a plus
- Mastery of Microsoft Office Suite (Word, Outlook, Power Point, and Excel)
- Experience working with a professional association or the legal community preferred

About the Ohio State Bar Foundation

The Ohio State Bar Foundation, a 501(c)(3) organization, is an affiliate of the Ohio State Bar Association. The OSBF gives hundreds of thousands of dollars in grants each year to nonprofits that work to improve the justice system throughout Ohio. A recognized forum for civic minded lawyers in Ohio, the OSBF also provides service opportunities for lawyers and recognizes excellence in the legal profession. Visit <https://osbf.org/> to learn more.

To Apply

Please send **cover letter and resume along with salary requirements** to: Kim Anderson, Mango Consulting, c/o Ohio State Bar Foundation at 1700 Lake Shore Drive, Columbus, Ohio 43216-6562 or email to kim@growwithmango.com. No third parties or phone calls please.

The OSBF does not discriminate on the basis of race, religion, color, gender, age, national origin, sexual orientation, veteran status or physical or mental disability.