



Rethinking learning.

### **Strategic Support Coordinator**

**Vision:** A Northern Kentucky education ecosystem that ignites every eager, vibrant mind.

**Mission:** Improve outcomes for all children and their families through the exploration and adoption of innovative approaches to prenatal–grade 12 education in Northern Kentucky.

**Values:** Truth, Authenticity, Optimism, Transparency, Bravery

**About EducateNKY:** EducateNKY is a local non-profit dedicated to ensuring that the Northern Kentucky education landscape performs at a high level and meets the needs of learners and families. We have gathered a group of local leaders and committed volunteers who envision an education ecosystem that ignites every eager, vibrant mind. We are dedicated to expanding existing and new opportunities and improving outcomes for all children and their families through the exploration and adoption of innovative approaches from prenatal through post-secondary success. EducateNKY launched in March 2023 with a broad focus on serving the young people, families, and communities of Boone, Kenton and Campbell counties. We have chosen to begin the first phase of work by focusing on communities with the highest socio-economic needs, specifically the River Cities (including the independent school districts of Covington, Newport, Ludlow, Dayton, Bellevue, and Southgate).

**EducateNKY** seeks a collaborative team member to play an essential role in ensuring the operational excellence, financial integrity, and organizational sustainability of the organization. This position supports day-to-day office operations while also leading system-building, board support, grants management processes, and strategic initiatives that advance EducateNKY's mission.

This full-time role reports to the president and CEO and serves as the organization's central operational hub—ensuring systems are effective, compliant, scalable, and responsive to the needs of staff, Board members, and external partners.

### **Key Responsibilities**

#### **1. Organizational Operations and Office Management**

- Maintain efficient, professional office operations, including systems, supplies, vendors, equipment, and facilities.
- Organize and maintain electronic and paper filing systems, including document retention.

- Coordinate meetings, room reservations, and logistics; manage internal and external scheduling, including the President & CEO's calendar.
- Address office, technology, and facility needs.
- Foster a well-organized, productive work environment.

## **2. Financial Administration, HR, and Compliance**

- Serve as payroll liaison and coordinate with external payroll providers.
- Manage accounts payable, deposits, invoice processing, expense reimbursements, 1099 preparation, and financial documentation.
- Support budget development, monthly reconciliation, and expense tracking.
- Coordinate audit preparation and required filings (e.g., Form 990).
- Maintain investment tracking and invoice allocation processes.
- Administer HR functions, including benefits, onboarding/offboarding, personnel records, and required documentation.
- Ensure compliance with employment regulations, internal controls, and organizational policies.
- Develop, maintain, and enforce policies and procedures to ensure compliance and operational consistency.

## **3. Board Support, Governance, and Engagement**

- Prepare and distribute Board meeting agendas and materials; record and maintain minutes.
- Maintain Board calendar, governance documents, policies, and onboarding materials.
- Coordinate Board meetings, retreats, engagement activities, and special events for Board members, volunteers, and staff.
- Maintain strong relationships with Board members and community partners.

## **4. Grants Management and Partnership Support**

- Maintain systems for grantmaking, donor tracking, and partner relationships.
- Coordinate proposal submission, reporting, and compliance with external consultants.
- Manage donor documentation, acknowledgements, and pledge tracking.
- Ensure accurate, timely grant payments and reporting.

## **5. Strategic Initiatives, Communications, and Relationships**

- Support strategic initiatives aligned with organizational priorities.
- Lead process mapping and documentation to improve efficiency and scalability.
- Maintain trackers for key initiatives and relationships.
- Assist with cross-functional projects and special initiatives.

## **Qualifications & Skills**

### **Required Qualifications**

- Commitment to EducateNKY's mission and community impact.
- Bachelor's degree required.
- Two to three years of experience in an office, operations, or administrative setting.

- Proficiency with office software (e.g., Microsoft Office, Google Workspace).
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Ability to work independently while collaborating effectively with a small team.
- Strong attention to detail with a system-oriented mindset.
- Comfort working in a growing organization with evolving needs.
- High level of professional discretion and ability to handle confidential information.

#### **Preferred Attributes**

- Experience using QuickBooks or similar accounting software for expense tracking and budgeting.
- Experience supporting nonprofit operations, Boards, or grantmaking organizations.
- Experience with basic website editing via WordPress, etc.

#### **Work Environment & Physical Requirements**

This role is primarily office-based at the OneNKY Center, with some flexibility for remote work. The position may require prolonged periods of sitting, working at a computer, and occasional lifting of office materials (up to approximately 20 pounds). The ability to communicate effectively with colleagues, partners, and stakeholders is essential.

#### **Travel Requirements**

This position may require occasional local travel within the Northern Kentucky region for meetings, events, and partner engagement. Travel is expected to be minimal and typically scheduled in advance.

EducateNKY is an Equal Opportunity Employer. We consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law.

EducateNKY offers a comprehensive benefits package including paid time off & holidays, health, dental and vision insurance, employer-paid life insurance, short-term disability and long-term disability and 401K plan with employer match.

*To apply, please email cover letter and resume to [Careers@educateNKY.org](mailto:Careers@educateNKY.org).*