



Job Description

Administrative Coordinator

Introduction

Untours Foundation has a nearly 30-year history of groundbreaking activities and outsized impact. Originally born out of the travel company and world's first Certified B Corporation, Untours, we were one of first foundations (possibly THE first foundation) to invest 100% of our endowment directly into companies that align with and advance our mission. To date, we have invested nearly \$9 million through 350+ loans and other investments to world-changing businesses. Additionally, through sharing our experience with other foundations, we have galvanized millions more endowment dollars to be allocated towards addressing our world's most pressing problems.

The newly created Admin Coordinator role will be a vital contributor to the next phase of growth and impact for the foundation. By taking leadership of the administrative functions within the foundation, this new team member will ensure that the day-to-day operations flow smoothly, allowing the organization as a whole to maximize its efficiency and impact. The hope is for this position to grow into a full-time role over time.

We are committed to creating a diverse environment and are an equal opportunity employer. We encourage Black people, indigenous people, people of color, women, LGBTQ people, elderly people, and people with disabilities to apply.

Key activities of the position

- Basic bookkeeping using Quickbooks
- Oversee donation processing and thank-you letters
- Ensure that all bills are paid in a timely manner
- Organize incoming and outgoing mail
- Monitor and respond to the foundation@untours.com email address
- Lead the efforts to solve basic tech-related issues as they arise
- Support the Co-CEOs in fundraising research
- Administer annual survey of Untours Foundation clients



Additional Details

- This is a part-time, hourly position – 8 hours/week
 - As the organization grows, this position has the potential to grow into a full-time role
- This position will report directly to the Co-CEOs
- Location: This position will be located at the Untours Foundation headquarters in Media, PA. Some work can be done remotely, but the majority of the work will be done while physically in the office

Salary and Benefits Package

- \$25/hour with opportunities to grow alongside organizational growth
- Accrued paid vacation at the equivalent of three weeks for a full-time role
- One family discount of 20% on an Untour per year