

The Cullen Foundation of Western New York, Inc.
Office Coordinator
Position Description

Position: Office Coordinator
Reports To: President
FLSA Status: Non-Exempt
FT/PT Status: Full-time (37.5 hours/week)
Direct Reports: None
Salary Range: \$23.00/hour
Benefits: Company contribution toward health, dental & vision plans. Company paid life insurance and short/long-term disability. Paid Parking. Paid time off. Retirement plan contribution.

Overview:

The Cullen Foundation of Western New York, Inc. of Buffalo, New York is seeking an **Office Coordinator** to support various administrative and financial aspects of our daily operations. The Office Coordinator supports the Foundation's President, Program Officers, and Board of Director members with numerous operational tasks and functions, helping our office run smoothly. The main areas of expertise/skill needed for this support role are administrative, financial-clerical, technology, and customer service.

The Cullen Foundation funds nonprofit organizations in Western New York with two main, separate focus areas: PreK-12 education and the performing arts.

Position Summary:

The *Office Coordinator* is a support role instrumental in helping to drive the initiatives of *The Cullen Foundation of Western New York, Inc.* ("the Foundation") with a focus on providing key administrative and clerical supports to the Foundation. The Cullen Foundation is an independent, private foundation dedicated to enhancing education for students in grades pre-K through 12 and advancing theatre and performing arts to positively impact residents of Erie County, New York.

The *Office Coordinator* is an important part of the Foundation team, working closely with other staff members (3), Foundation Directors (6), and numerous outside contractors and vendors to coordinate, support, and execute a variety of administrative and operational functions. The *Office Coordinator* performs a wide range of administrative, financial, and executive support tasks to ensure efficient day-to-day operations of the Foundation. Our offices are located in Downtown Buffalo and this position is a 100% in-office role. For more information on the Foundation, visit us at www.thecullenfoundation.org.

Primary Job Functions:

A. Support of Foundation's Financial Operations (30% of time)

- Supports the Accounting Consultant by assembling relevant materials (banking statements, investment statements, credit card & bill receipts) for Accounting Consultant's use in preparing financial statements
- Monitors auto-payments and pays other monthly bills to ensure timely payment of operating expenses
- Assists with compiling information for organization's annual audit and tax filings
- Supports President and Accounting Consultant in the preparation of contracts, forms, and other paperwork for grants, capital calls, and fund investments

- Prepares grant award letters and distribution of checks to grantees

B. Support of President and Board of Directors (20% of time)

- Works with the President to coordinate activities with the Board of Directors including Board material preparation, assembly, and distribution
- Completes scheduling for meetings involving Board of Directors
- Coordinates associated Board meeting logistics (setup; technology; meeting materials; food service)
- Takes/transcribes meeting minutes for Board of Director meetings and other meetings as assigned
- Works with Investment Committee: scheduling meetings; transcribing meeting minutes; communicating with investment firms and Committee members; monitoring accounts; and others duties as assigned
- Maintains Foundation documents, records, and files

C. Support of Technology (15% of time)

- Note: We use a grants management system called *Foundant*; the prospective hire will be trained in this system and need to grow their skills in the use of the system to perform regular maintenance and functions; therefore, working knowledge of *Foundant* (grants management system) is a plus but not required
- Uses *Foundant* (grants management system) to prepare letters and emails to grantees; maintains grant payment schedule; inputs grant payments in the *Foundant* system; assists teammates with basic system updates and maintenance
- Coordinates internal technology needs and maintenance issues with outside technology vendor
- Serves as website administrator to provide basic edits as directed by President and teammates

D. Other Duties (35% of time)

- Assists all Foundation staff members when needed with administrative functions including scheduling meetings, file maintenance, meeting logistics (food/refreshment ordering); grants management functions, and preparing expense reports and travel arrangements
- Attends professional development and learning sessions related to grants management system (*Foundant*) and other relevant trainings
- Serves as point of contact with outside vendors for office operations, including technology, copier, postage, office supplies, and others as assigned
- Maintains and updates organization's central files including assisting with maintenance of grants management system records
- Supports coordination of logistics for Board meetings, grantee meetings, and special events
- Serves as a point of contact with landlord for building issues, maintenance needs, and parking

Required Skills:

- Exceptional administrative and organizational skills with strong attention to detail
- High-level computer literacy, specifically Microsoft Office software
- Strong financial literacy skills; ability to learn financial systems and functions quickly
- Capacity to learn and grow knowledge in a CRM or grants management system
- Strong interpersonal and communications skills
- Ability to work autonomously and as part of a team; places emphasis on service, quality, attention to detail, and continuous improvement
- Collaborative, objective, respectful of others, and ability to maintain confidentiality
- A sincere dedication to the mission of The Cullen Foundation of Western New York, Inc.

Minimum Qualifications:

- Bachelor's Degree; or combination of Associate's Degree and equivalent experience
- A minimum of two (2) years of experience as an office coordinator, administrative assistant, executive assistant, accounting clerk, or related position
- Is an existing *Notary Public* or willing to become a *Notary Public* within the first six months of employment with the Foundation
- Ability and willingness to work full-time on-site/in-office in Buffalo, New York for a five-day, 37.5 hour work week
- Background check required

How To Apply:

The Cullen Foundation of Western New York, Inc. is an equal opportunity employer, and all qualified candidates are encouraged to apply. Applications will be accepted through **Friday August 22, 2025**. Interviews will be held on a rolling-basis and as applications are received.

To apply, qualified candidates should submit **both** of the following requirements **in a PDF format** to jobs@thecullenfoundation.org **by Friday August 22, 2025**:

1. **Cover Letter:** an effective cover letter will include a summary of the basis for your interest in the position, highlight relevant experience for the position, and indicate whether the salary range listed meets your salary requirements.
2. **Current Resume**

To be considered, applications must be received via email. Please direct all submissions to jobs@thecullenfoundation.org . **No phone calls, and please, no inquiries to Directors or Staff.**