



ILLINOIS CHILDREN'S HEALTHCARE FOUNDATION Job Posting

TITLE: Administrative Coordinator
TYPE: Full-Time
LOCATION: 1200 Jorie Boulevard, Suite 301
Oak Brook, IL
REPORTS TO: Sr. Manager of Grants & Administration

Are you passionate about the health and well-being of Illinois' children? Do you desire to influence systems that could result in healthier children, healthier futures? Come join our dynamic philanthropic team committed to positively impacting the lives of all children.

WHO WE ARE

ILCHF is a dynamic, responsive, learning organization, committed to playing an active role in systems change that will enable every child to grow up healthy. As Illinois' only private foundation focused solely on the health needs of children across the state, ILCHF is uniquely positioned to support communities and organizations committed to improving the health of their children, with a specific focus on children's oral and mental health. Prevention and early intervention strategies amplified through education, outreach, and workforce development are integral to the Foundation's work with communities. We believe a healthy child thrives in a state of physical, mental, intellectual, social, and emotional wellbeing and resiliency beyond the absence of disease or infirmity, and fully realizes and sustains their full potential across their lifespan. This is best achieved when children are valued and live within safe and nurturing environments and communities and have access to comprehensive high-quality resources.

Our mission is to cultivate, support, and promote initiatives that improve the health and wellness of children in Illinois. As a grantmaking organization, we do that through listening deeply to communities and organizations, building collaborative relationships, maintaining flexibility in our approaches, and evaluating and sharing information to enable children to thrive.

For additional information about our organization and the organizations we serve, please visit us at www.ilchf.org.

POSITION SUMMARY

The Administrative Coordinator will bring a sincere passion for the health and well-being of Illinois' children, ILCHF's mission and vision, and a proactive focus on health equity. They will be driven by the Foundation's philosophy of addressing the needs of the whole child and will commit to evolving approaches to strategic grantmaking, effective collaboration, and stakeholder engagement.

The Administrative Coordinator will assist the Foundation team with daily operations of the organization by providing administrative support for its various initiatives and team members. In addition to working closely with the entire ILCHF team, the Administrative Coordinator will interact with both potential and recipients of ILCHF grants, other stakeholders, including funders, academia, and the Board of Directors, building and maintaining relationships advancing the mission of Illinois Children's Healthcare Foundation.

The responsibilities for this team member fall mainly into two categories: 1) Office Administration and 2) Special Projects:

Office Administration: The Administrative Coordinator will work to ensure that established policies/processes are followed, equipment and supplies are maintained and provide administrative support to the President & CEO and ILCHF team. This team member will work with both the building management team, and outside contractors for services provided to the Foundation. The Administrative Coordinator also will interact frequently with the Board of Directors, both in planning and executing Board/Committee meetings and completing other duties as required.

Special Projects: The Administrative Coordinator will work to implement the development and execution of special projects, i.e. statewide meetings or seminars, conferences, and outreach with special outside advisors to the Foundation. The Administrative Coordinator will work alone or with the assistance of outside consultants/other Foundation team members. Duties may include handling participant registration, venue management, catering, preparation of support materials and on-site administration.

PRIMARY RESPONSIBILITIES

Office Administration – including, but limited to, the following:

Office Reception & Communication

- Greet all visitors to the ILCHF office and serve as the primary contact for phone calls and general inquiries.
- Maintain and update contact information in ILCHF's Customer Relationship Management systems (e.g., Blackbaud Gifts Online, Mailchimp).
- Manage birthday and anniversary recognition activities.

Administrative & Office Operations

- Handle mailing and shipping needs, including opening, sorting, and distributing mail.
- Manage office inventory and supply orders (e.g., supplies, stationery, equipment, furniture).
- Oversee maintenance of office equipment and kitchen appliances.
- Responsible for document processing tasks such as faxing, copying, scanning, and maintaining both hard copy and digital filing systems.

Team Support

- Provide detailed calendar management and scheduling support to team members as assigned.
- Assist with the preparation and dissemination of pre-read packets and meeting materials for approximately six (6) Board of Directors meetings and thirty (30) committee meetings annually.
- Support the development of reports, memos, letters, presentations, spreadsheets, and mass mailings for stakeholder engagement.

Finance & Expense Management

- Manage monthly expense reports, stakeholder travel coordination, vendor payment processing, and other team-related expenses.
- Responsible for accounts payable processes, including receiving, processing, verifying, and reconciling invoices.
- Deliver deposits to the local bank as needed.

Technology & IT Coordination

- Occasionally interface with the IT Consultant and assist with website management and content updates (as needed)

Special Projects – including, but not limited to, the following:

- Coordinate and manage all logistics for Board of Directors, Committee, Grantee Partner, and ILCHF team meetings and special events—including scheduling, attendee communication, materials preparation, room setup, meal and travel arrangements, and on-site support as needed.
- Attend Board meetings to provide support as requested.
- Travel, when required, to implement assigned special events throughout the state of Illinois.

Other duties as assigned.

KEY SKILLS & ABILITIES

- Excellent customer service skills.
- Excellent verbal and written communication skills.
- Strong interpersonal and networking skills among diverse constituent groups.
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to work effectively independently and as a highly resourceful team player under pressure and within deadlines.
- Exhibits a positive attitude and professional demeanor.

CORE COMPETENCIES

- A minimum of 5 years of administrative experience; foundation or other non-profit agency experience a plus
- Associates degree required, Bachelor's degree preferred
- Experience with grantmaking software; Blackbaud Grantmaking software preferred
- Strong proficiency with QuickBooks, Microsoft Office, Zoom, and skilled utilizing the Internet for research
- Ability to maintain the highest level of confidentiality with regard to Foundation, Board, and grantmaking information
- Availability to travel throughout the State of Illinois as needed

WHY ILCHF?

ILCHF offers a competitive salary/benefits package and the opportunity to work with a small, collaborative, and dedicated team.

- Competitive Full-Time salary starting at \$72,000 - \$77,000
- Health insurance coverage through Blue Cross Blue Shield Platinum plan. The employer covers 75% of the monthly premium cost for both the employee and their dependents. The plan includes a \$350 annual deductible for individual coverage and a \$1,750 out-of-pocket maximum. For family coverage, the deductible is \$1,050 per year, with a \$5,250 out-of-pocket maximum.
- Dental, vision, and life insurance coverage: 100% of the premium covered by the employer for both the employee and their dependents.
- Life Insurance (\$50,000); Short and long-term disability insurance.
- Hybrid Office setting with a requirement of 2 days per week (*Tuesday & Thursday*) in office.
- 15 PTO Days to Start, plus all federal and state holidays and two floating holidays.
- 12 Wellness Days per year accrued at 4 hours per pay period.

- Professional Development Budget of \$3,000 annually.
- Tuition Reimbursement of \$5,250 per year (proof of enrollment required).
- 401(k) Plan, up to 6% match on employee contribution in the retirement plan plus a 2% profit sharing contribution (eligible after 6 months of employment).

All ILCHF staff are required to be residents of the State of Illinois, and all work—including remote work—must be conducted within Illinois. Exceptions are made only for approved work-related travel, such as conferences or activities directly associated with job responsibilities that require out-of-state presence.

CONTACT INFORMATION

Please submit a cover letter and resume via email to Adminjob@ILCHF.org for consideration.

ILCHF is an equal opportunity employer.