

# evelyn & walter HAAS JR. fund

## Executive Support Coordinator

### Position Description

March 2026

The Evelyn and Walter Haas, Jr. Fund works to advance equality and justice so every person can thrive and live life with dignity and hope. Rooted in the Bay Area, the Haas, Jr. Fund is guided by an enduring set of core values. These values reflect the founders' vision and shape everything the Haas, Jr. Fund does.

- **Inclusion:** We celebrate the rich differences in human identity and embrace the perspectives of all people.
- **Respect:** We are guided by the wisdom and voices of people and communities working for change.
- **Collaboration:** We believe in the transformative power of working together to advance a shared vision.
- **Courage:** We take a stand to make a deep and lasting difference on urgent social issues.

### About the Evelyn & Walter Haas, Jr. Fund

The Haas, Jr. Fund focuses on a set of issues confronting California and our Bay Area community. Among our priorities: building a fairer, more representative democracy in California; advancing more humane approaches to immigration and expanding opportunities for immigrant youth and families; and making higher education more affordable for lower-income California students. For more information, visit us online at [www.haasjr.org](http://www.haasjr.org). The Haas, Jr. Fund has a full-time staff of 16 and assets of approximately \$500 million. Located in downtown San Francisco, it has awarded over \$765 million in grants since its founding in 1953.

The Haas, Jr. Fund aspires to build an organizational culture that is inclusive and that allows all of us to live and breathe our values and lean into Haas, Jr. Fund's core strengths. We believe deeply in our staff members, we take care of each other, and we work to develop our colleagues' skills and help them grow. We collaborate to lift up good ideas and diverse perspectives while embracing innovative solutions. We work with passion and gratitude for the opportunity to make a positive impact and change people's lives.

## **Position Summary**

The Executive Support Coordinator provides high-trust, senior-level administrative support to the Leadership Team and Board of Directors as well as coordination for the organization's operations.

This position supports the maintenance of a welcoming, well-run office environment. The person in this role represents the Haas, Jr. Fund with warmth and professionalism, brings strong judgment and discretion, and enjoys being a steady, thoughtful partner that embraces technology and continuous improvement. Because the organization is small and collaborative, we seek a proactive colleague who takes initiative to improve the innerworkings of the organization and can help foster a diverse, equitable, and inclusive workplace culture.

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## **Essential Functions, Duties, and Responsibilities**

Responsibilities fall within three primary areas: Leadership Team Executive Support, Board & Committee Administration, and Office Operations.

### **1) Leadership Team Executive Support**

- Serve as the primary executive support coordinator to the Leadership Team, managing calendars, scheduling, and meeting logistics across competing priorities and time-sensitive work. The Leadership Team is comprised of (the CEO/President, Vice President of Finance & Operations (VPFO), and Vice President of Programs (VPP).
- Coordinate domestic travel, hotel, conference registration and related arrangements; prepare and process expenses and reimbursements accurately and on time (e.g., via Expensify or similar tools).
- Triage and route (and handle if possible) incoming requests and communications for the Leadership Team and prioritizing and filtering.
- Draft, manage, and organize sensitive correspondence, files, and communications with excellent judgment and confidentiality.
- Manage the organizational calendar and schedule Leadership Team meetings, all-staff meetings, the docket production calendar, and DEI/HR-related learning sessions; ensure meeting logistics run smoothly (tech/A/V, rooms, and catering as needed). Send reminders and follow up with colleagues to ensure docket deadlines are met.
- Support special projects and time-bound initiatives as assigned, coordinating across departments and stakeholders to keep work moving.
- Maintain working knowledge of the organization's programs, funding priorities, and philanthropic landscape to support effective preparation and stakeholder communication.

- Perform other duties and support additional projects as assigned to support the Leadership Team and the Fund.

## **2) Board & Committee Administration**

- Schedule and manage the annual Board and committee calendar, including preparation timelines, reminders, and key deadlines.
- Assemble and distribute Board and committee meeting materials (including the docket), ensuring documents are formatted, quality-checked, printed, and delivered on time and with appropriate confidentiality.
- Coordinate Board and committee meeting logistics (virtual and in-person), including scheduling, prep sessions, room setup, A/V, catering, guest coordination, and day-of execution.
- Partner closely with the VPFO to support communications and workflows for the Audit and Investment Committees, coordinating with external advisors and service providers as appropriate.
- Support grants administration, including Board and employee matching grants, volunteer service grants, and small community grants, in coordination with other staff.

## **3) Office Operations**

- Support a welcoming, efficient, and inclusive workplace experience for staff and visitors, aligned with the Haas, Jr. Fund's values and culture.
- Coordinate day-to-day office operations, including purchasing and stocking office and kitchen supplies; managing vendors and on-site contractors; overseeing routine office and equipment maintenance; handling office mail and mailings; and supporting office projects in partnership with the building management team and service providers.
- Monitor office operations expenses and track against the office/operations budget; support purchasing and invoice processing as needed.
- Oversee the Operations inbox and general office requests, researching, prioritizing, routing, and tracking items through resolution with a customer-service mindset.
- Act as a staff resource for the suite's conference room A/V and technology, troubleshooting issues as needed.
- Coordinate with Front Desk Security and building contacts, and support visitor logistics to ensure the office is welcoming, safe, and running smoothly.
- In partnership with our HR Senior Associate, conduct annual safety inspections and coordinate any compliance, training, or remedial actions; maintain appropriate documentation and follow-through.

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## What Success Looks Like

- The Leadership Team is consistently prepared, organized, and able to focus on strategic work and relationships.
- Board and committee members are informed and meetings run smoothly.
- Follow-through is reliable: action items are tracked, owners are clear, and deadlines are met.
- The office is welcoming, well-run, safe, and efficient—with issues routed quickly and resolved thoughtfully.

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## Skills & Qualifications

- **5-7 years** of experience supporting C-level executives, ideally within a mission-driven, nonprofit, or philanthropic organization.
- Bachelor's degree required, or good writing skills and proficiency with numbers.
- Demonstrated commitment to positive social change and alignment with the organization's mission.
- Absolute integrity, sound judgment, and the ability to handle sensitive and confidential matters with discretion.
- Strong technology skills with an innovative mindset, including advanced proficiency in Microsoft Office (Excel, Word, PowerPoint); experience with Canva, Expensify, GivingData, and Egnyte is a plus.
- Exceptional interpersonal and communication skills; ability to build trusted relationships across staff, board members, grantees, and external constituents.
- Strong organizational, analytical, and project management skills with keen attention to detail; ability to manage multiple priorities and support more than one executive.
- Proactive, resourceful, and adaptable problem-solver who can anticipate needs, works quickly and efficiently; and can independently and collaboratively partner with colleagues in a dynamic environment.
- High emotional intelligence and cultural competency, with demonstrated sensitivity to diverse backgrounds and perspectives.
- Experience fostering cross-departmental collaboration and contributing to a positive, supportive workplace culture.

## Salary and Benefits

The Haas, Jr. Fund offers competitive salaries and a comprehensive benefits package. The salary range for this full-time, non-exempt position that reports to the President and CEO is **\$85,000** to **\$105,000**, depending on experience, credentials, and industry-related knowledge. Benefits include strong medical, dental, and vision plans; paid time off and holidays; a generous employer-funded 401(a) retirement plan (no employee contribution required); a mass transit subsidy; a monthly communications stipend; and volunteering and matching grant support.

The Haas, Jr. Fund operates under a hybrid work policy that requires employees to be in the downtown San Francisco office two days each week, along with participation in organization-wide events. From time to time, additional in-person presence may be requested based on team or project needs. Candidates must reside in the San Francisco Bay Area. There is no relocation assistance.

To apply, please email a cover letter, resume, and a list of three references to [hr@haasjr.org](mailto:hr@haasjr.org) (candidates will be notified in advance before we contact any references). Use the subject line: **Executive Support Coordinator**

Please submit PDF files only—ideally as one combined document. Applications will be reviewed on a rolling basis until the position is filled.

Note: We're only able to consider applications that include a cover letter. No search firms, please.