

**Job Description:  
SHARED SERVICES  
ADMINISTRATOR**

**POSITION DESCRIPTION**

North Texas Community Foundation (“NTCF” or “Foundation”) is seeking a highly organized and service-oriented professional to support cross-functional operations and enhance the effectiveness of teams across the Foundation. The position blends administrative coordination and front-facing responsibilities while working collaboratively with all teams ensuring smooth day-to-day operations. A successful individual will proactively take initiative and provide detail-oriented support that advances the Foundation’s mission and enhances overall organizational effectiveness.

**ABOUT NORTH TEXAS COMMUNITY FOUNDATION**

NTCF drives meaningful change through charitable investment. The Foundation helps donors meet the needs of our community by providing tax-efficient strategies to support the causes they care about most. We serve a network of generous individuals, families, and businesses intent on shaping the future of North Texas for good, forever.

NTCF offers unique employment opportunities for individuals wanting to make a positive impact in our region. We provide an inclusive and team-oriented work environment, a competitive benefits package and professional development opportunities. We are designated as a “Best Place for Working Parents” and were named as a “Best Company to Work for” by Fort Worth Inc. Magazine.

**CORE RESPONSIBILITIES**

**OPERATIONAL & ADMINISTRATIVE SUPPORT**

- Provide comprehensive administrative support to ensure efficient office operations and a professional experience for staff and external stakeholders.
- Serve as a welcoming and professional first point of contact for visitors and callers.
- Help maintain a well-organized, fully stocked, and functional office environment that supports staff productivity.
- Serve as a point of coordination across teams, helping to manage shared resources and support leadership with day-to-day needs, including scheduling support.
- Process incoming and outgoing letters and packages.
- Partner with departments to refine policies and procedures, monitor review needs, and keep documents organized in designated locations.

**MEETINGS & EVENTS COORDINATION**

- Coordinate and support logistics for a wide range of meetings and events, both internal and external.
- Partner with internal teams to manage scheduling and ensure needed collateral or materials are prepared.
- Coordinate needs with various types of external vendors in support of event execution (venue, food, A/V).
- Provide on-site support when needed to ensure the meeting or event is executed professionally and efficiently.

## DATA INTEGRITY & INFORMATION MANAGEMENT

Perform the following in collaboration with respective data owners:

- Maintain and update records within the Foundation's CRM system related to specific processes, ensuring that donor, fund, nonprofit, and contact information is complete, accurate, and aligned with internal standards.
- Assist with maintaining the integrity of external-facing information, including website content, directories, and communications platforms, ensuring consistency across channels.
- Support operational data needs by assisting teams with list generation and reporting.
- Contribute to the effectiveness of communications with donors, stakeholders and not-for-profit organizations by ensuring accurate tracking of engagement, managing updates from systems such as email platforms, and supporting timely and appropriate follow-up actions.

## SKILLS AND COMPETENCIES

- Strong organizational and prioritization skills with the ability to manage multiple deadlines.
- Ability to work independently and maintain strong attention to detail.
- Strong computer skills, including proficiency in Microsoft Office, web-based platforms, and navigation of data management systems.
- Ability to adapt to changing priorities and manage multiple tasks under pressure.
- Excellent written and verbal communication skills.
- Professional phone etiquette and strong interpersonal skills.
- Skilled in developing and maintaining good working relationships.
- Ability to support cross-functional teams and collaborate effectively with stakeholders.
- Demonstrated commitment to delivering excellent customer service.
- Natural curiosity and strong problem-solving skills.
- Positive, proactive, and can-do attitude.
- Ability to lift up to 45 lbs. in support of office operations (e.g., supplies, materials).
- Ability and willingness to drive as needed to support operational needs.

## EDUCATION AND EXPERIENCE

- 3–5+ years of relevant experience (administrative, coordinator, operations, or similar)
- High school diploma required; Bachelor's degree preferred
- Nonprofit work experience or financial institution work experience would be a plus

## BENEFITS INCLUDE:

- Medical, dental, and vision insurance
- Paid vacation, sick leave, and personal time
- Flexible Spending Account or Health Savings Account
- Traditional or Roth 401k with 5% employer 401k contributions
- Employer paid life and disability insurance

To apply, please send your resume and cover letter to [HR@northtexascf.org](mailto:HR@northtexascf.org) with the position title in the subject line.