

Executive Coordinator

Part-Time | 15–25 Hours per Week | \$25–\$35 per Hour
Twin Cities-Based

About the Opportunity

The New Impact Fund is a Minneapolis-based nonprofit that mobilizes flexible, reparative growth capital together with experienced business advisors and strategic networks to back Black, Indigenous, Latino/a, and Asian-owned businesses as they grow and scale, create quality jobs, and build long-term wealth throughout the Twin Cities. The New Impact Fund is seeking an exceptional Executive Coordinator to work closely with the Executive Director in supporting the day-to-day operations of a growing organization. The ideal candidate is highly organized, detail-oriented, and thrives on managing multiple priorities. This role is ideal for someone who enjoys creating efficient systems, keeping projects moving, and ensuring organizational priorities move forward.

The ideal candidate is a proactive self-starter who anticipates needs, takes initiative, communicates effectively, and enjoys turning ideas into action.

Primary Responsibilities

- Manage scheduling, meeting coordination, and administrative support.
- Coordinate projects by tracking timelines, deliverables, and follow-up.
- Prepare correspondence, presentations, reports, and meeting materials.
- Provide support to the Executive Director.
- Coordinate communications with entrepreneurs, investors, advisors, foundations, and community partners.
- Plan and coordinate meetings, events, and special gatherings.
- Maintain organizational systems, databases, files, and CRM records.
- Anticipate needs, solve problems, and support day-to-day operations.
- Assist with special projects as needed.

Qualifications

Required

- Excellent written and verbal communication skills.
- Exceptional organizational, time management, and project management skills.
- Ability to manage multiple priorities while consistently meeting deadlines.
- Proficiency with technology: Microsoft Office Suite, virtual meeting platforms, Canva, social media tools, and other business technology platforms; HubSpot experience preferred.
- Demonstrated ability to work independently, take initiative, solve problems, and exercise a high degree of ownership.
- Strong interpersonal skills and professionalism in representing the New Impact Fund.
- Bachelor's degree or equivalent professional experience.
- Training in Project Coordination or Project Management is appreciated.

Personal Characteristics

The successful candidate:

- Loves getting things done and producing exceptional work.
- Is proactive, organized, dependable, and resourceful.
- Thrives in a fast-paced environment.
- Enjoys working collaboratively with others.
- Believes in the mission and the power of reparative capital.
- Demonstrates a high level of professionalism, integrity, humility, and sound judgment.

Location

Minneapolis–St. Paul metropolitan area. Mostly remote, with attendance required at in-person meetings, events, and organizational gatherings. Occasional evening and weekend work is required.

Compensation

- Part-time: 15–25 hours per week
- \$25–\$35 per hour, depending on qualifications and experience

Apply

Please send your resume and one page cover letter to hiring@newimpactfund.org with the subject line **Executive Coordinator**. A writing and technology test is administered in the interview.

Applications will be reviewed on a rolling basis and remain open until the position is filled.