

EXECUTIVE COORDINATOR

OVERVIEW

Reporting to the Executive Advisor, the Executive Coordinator is a core member of the Office of the CEO and provides high-quality executive support to the CEO across multiple affiliated entities. The Executive Coordinator will work closely with the CEO and Executive Advisor as an integrated executive support team, with primary ownership of calendar management, travel, expenses, and administrative follow-through.

This role is grounded first and foremost in exceptional execution. The Executive Coordinator is responsible for keeping a complex, high-volume calendar accurate and current; coordinating detailed domestic and international travel; ensuring administrative tasks are completed correctly and on time; and carrying changes through from start to finish. The successful candidate will check their work, catch conflicts and inconsistencies, anticipate what is needed next, and take responsibility for closing open loops without requiring repeated follow-up.

The Executive Coordinator will also use sound judgment to help the CEO and Executive Advisor navigate competing demands and fast-changing priorities. This includes knowing when to act independently, when to escalate an issue, when to persist for an answer, and when to flag that a plan or timeline may not be workable. The Executive Advisor will provide context, coaching, and guidance on more complex priorities while leading broader strategic coordination. As the Executive Coordinator demonstrates readiness and capacity, there will be opportunities to take on additional responsibilities and projects.

The ideal candidate is highly organized, detail-oriented, responsive, ambitious, and energized by supporting senior leadership in a fast-moving environment. We are open to candidates from a range of backgrounds, including nonprofit, business, consulting, government, campaigns, or other high-velocity, high-accountability settings. More important than a particular sector is a demonstrated record of accuracy, ownership, initiative, discretion, and strong follow-through.

Because the CEO frequently works across time zones and travels internationally, the role requires flexibility and sound judgment around availability. While this is not a 24/7 position, occasional early-morning or evening availability will be necessary to accommodate international travel, time-sensitive scheduling changes, and other critical needs.

KEY RESPONSIBILITIES

Executive Calendar Management [estimated 50% LOE]

- Own and manage the CEO's complex, high-volume calendar across multiple entities, maintaining exceptional accuracy and ensuring changes are carried through consistently across invitations, holds, logistics, and related materials.
- Coordinate directly with internal and external stakeholders to schedule, sequence, confirm, and adjust meetings with professionalism, responsiveness, and diplomacy.
- Continuously monitor the calendar for conflicts, missing information, unrealistic transitions, travel constraints, and other issues, resolving routine problems independently and escalating when judgment or prioritization is needed.
- Help ensure the CEO's schedule reflects organizational priorities by partnering closely with the Executive Advisor on competing requests, tradeoffs, and sequencing.
- Request, collect, organize, and distribute meeting materials prepared by the Executive Advisor or relevant colleagues, ensuring they are available on time.
- Manage last-minute changes calmly and thoroughly, communicating updates to all relevant parties and ensuring no downstream details are missed.
- Maintain strong follow-through on scheduling requests and open loops, including persisting appropriately when information or decisions are needed to finalize plans.

CEO Travel Management [estimated 20% LOE]

- Own detailed domestic and international travel planning for the CEO across affiliated entities, including flights, accommodations, ground transportation, visas, insurance, security coordination, and itinerary management.
- Build and maintain accurate, easy-to-use itineraries that reflect executive preferences, organizational policies, meeting schedules, and realistic travel time.

- Proactively identify travel risks or blockers, including visa requirements, tight connections, documentation needs, schedule conflicts, and changing conditions, and work with the Executive Advisor and relevant partners to resolve them.
- Coordinate travel details with internal teams, security providers, and external stakeholders as needed, and communicate changes promptly and accurately.
- Maintain the CEO's travel profile, including passport details, visa requirements, trusted traveler information, airline and hotel preferences, loyalty accounts, emergency contacts, and other documentation needed to prevent travel blockers.

Executive Workflow & Administrative Follow-Through [estimated 20% LOE]

- Support meeting preparation and follow-up by coordinating agendas, briefing materials, pre-reads, reminders, and administrative follow-up in close partnership with the Executive Advisor.
- Track scheduling, logistics, correspondence, and other administrative commitments through completion. Partner with the Executive Advisor, who leads follow-through on substantive priorities and cross-functional deliverables.
- Draft, proofread, coordinate, and send professional correspondence and routine communications on behalf of the CEO as needed, with close attention to accuracy, tone, approvals, and timing.
- Provide concise, fact-based updates when decisions or input are needed, clearly identifying the issue, relevant context, and recommended next step when appropriate.
- Identify recurring friction points or gaps in executive workflows and suggest practical improvements to make the Office of the CEO more organized and effective.
- Support additional projects or coordination needs as capacity and experience grow.
- Handle confidential, sensitive, and high-stakes matters with discretion and sound judgment.

Expense Management & Administrative Precision [estimated 10% LOE]

- Manage CEO expense reporting, reconciliation, receipt tracking, and related administrative documentation with exceptional accuracy and timeliness.
- Coordinate across relevant entities to ensure expenses are appropriately categorized, documented, approved, and processed.
- Maintain organized records and strong administrative discipline, proactively resolving missing information or discrepancies and ensuring deadlines are met.

REQUIRED QUALIFICATIONS

- At least five years of relevant professional experience in executive support, administrative coordination, operations, project coordination, or similarly demanding roles requiring exceptional organization, accuracy, and follow-through.
- Demonstrated hands-on experience providing direct administrative support to a senior leader, including independently managing a complex, high-volume calendar, navigating competing priorities and multiple stakeholder groups, and ensuring accurate administrative follow-through.
- Exceptional attention to detail and a demonstrated habit of checking work for accuracy and completeness.
- Strong organizational and time-management skills, with the ability to manage a high volume of details and shifting priorities without losing track of commitments.
- Demonstrated experience independently coordinating complex domestic and international travel, including managing detailed itineraries, multiple stakeholders, and changing logistics.
- Experience managing expenses, documentation, and administrative workflows with accuracy and discretion.
- Clear, concise written and verbal communication skills, including professionalism and diplomacy when working with senior leaders and a wide range of internal and external stakeholders.
- Proficiency in Google Workspace, calendar systems, travel platforms, expense tools, and virtual meeting technology.
- Demonstrated commitment to detailed administrative work and to executing it with consistency, accuracy, and care.

PREFERRED ATTRIBUTES

- A strong sense of ownership and follow-through: someone who notices what is still open, takes responsibility for moving it forward, and closes the loop.
- Sound judgment and confidence operating independently, including knowing when to make a reasonable call, when to persist, and when to escalate.
- Ability to remain calm, solutions-oriented, and effective amid ambiguity or rapid change.

- High emotional intelligence, diplomacy, and professionalism.
- Comfort receiving feedback, learning quickly, and building context over time.
- Initiative, curiosity, and ambition to grow into additional responsibility over time.
- Comfort operating across multiple organizations, stakeholder groups, and evolving priorities.