



New Job Opportunity: Administrative Coordinator

Position Overview

Full-time (preferred) | In-person (Dallas, Texas)

The Administrative Coordinator will serve as the operational backbone of the Foundation, supporting the President, Chairman, and small team across a wide range of administrative, logistical, and organizational responsibilities. This individual will help streamline daily operations, improve internal systems.

This is a role for someone who loves problem-solving, is highly organized, and takes pride in “getting the job done” with accuracy, reliability, and a positive attitude.

Key Responsibilities

General Administration & Operations

- Manage daily office operations, maintain organizational systems, and support internal workflow.
- Process invoices, pay bills, track expenses, and assist with basic bookkeeping.
- Provide administrative support to the accounting team for quarterly and annual reporting.
- Assist with maintaining donor and member records in the Foundation’s database.

Customer Service & Communications

- Serve as a primary point of contact for inquiries, including merchandise questions or order issues.

E-Commerce & Merchandise

- Oversee online order fulfillment (retail and wholesale), including packaging, shipping, vendor coordination, and restocking on Amazon.

Travel & Event Coordination

- Assist with travel arrangements for staff and collaborators
- Support Foundation events, receptions, ceremonies, and other public-facing activities, working alongside event consultants as needed.

Qualifications

The ideal candidate has many of the following qualities:

Personal Attributes

- Enjoys hard work and takes initiative (no task is too small)
- Resourceful, adaptable, and unflappable under pressure
- Good sense of humor and collaborative spirit
- Mission-oriented and trustworthy

Skills & Experience

- Exceptionally organized with the ability to multitask and prioritize
- Strong written and verbal communication skills
- Excellent computer proficiency (Microsoft Office, Google Workspace; familiarity with e-commerce platforms and/or Blackbaud a plus)
- Experience working in nonprofit, museum, service, or small-team environments is helpful
- Travel experience or comfort coordinating logistics is a plus

Compensation

Salary is commensurate with experience, ranging \$40,000-\$60,000

- Candidates with fewer years of experience who demonstrate strong aptitude will start near the lower end
- Candidates with 8–10+ years of proven administrative and operational experience may be considered at the top of the range
- Benefits package to be discussed with finalist candidates.

To Apply

Please send a résumé and brief cover letter explaining your interest to: **opportunities@mmwf.org**

- Subject line: **Administrative Coordinator Application**
- Deadline: **Monday, January 5, 2026**