



Position: Administrative Coordinator
Status: Regular full-time, exempt
Salary Range: \$50,000 - \$55,000/year
Reports to: Chief Financial Officer

Position Summary

Morven Park, Loudoun County's 1,000-acre backyard, is where our visitors know they can find their "happy place." Our magnificent historic estate offers guided tours, educational programs, and picturesque grounds alongside an internationally recognized equestrian center. Come join our friendly staff dedicated to giving memorable experiences to local residents as well as guests from around the world who seek a destination where they can:

Play. Learn. Discover.
Morven Park

The Administrative Coordinator provides a wide range of professional administrative support across the Business Office, board relations, and organizational communications. Reporting to the Chief Financial Officer and working closely with the Executive Director, this role is pivotal to the smooth day-to-day functioning of the administrative team and serves as a key point of coordination and support across departments.

The ideal candidate will bring strong interpersonal skills, keen attention to detail, solid bookkeeping skills, and a collaborative spirit, ensuring accurate financial recordkeeping while building positive working relationships with staff, board members, and the community.

Morven Park offers competitive wages based on experience, with benefits for full-time employees including:

- Fully paid employee insurance premiums (medical, dental, vision and life/disability)
- Voluntary supplemental life insurance
- Paid time off and flexible work schedules
- Observance of federal holidays
- 401(K) plan with company match

Areas of Responsibility Include:

Business Office Administration

- Keeps the Business Office running smoothly, including filing, mail, and document processing
- Processes accounts payable, including resolving billing discrepancies and mailing checks on time
- Reconciles credit card and bank statements and follows up on missing expense reports
- Enters and verifies financial transactions in QuickBooks
- Prepares internal financial reports and assists with audit preparation
- Monitors office supplies and coordinates team meetings and required staff trainings
- Other Business Office Administration duties as assigned

Board Liaison

- Schedules and prepares materials for quarterly board and committee meetings
- Compiles and distributes board information packets in advance of meetings
- Attends board meetings and prepares accurate, detailed minutes
- Ensures required governance documents are signed and properly filed
- Maintains the board contact list and board portal
- Other Board Liaison duties as assigned

Communication

- Serves as a welcoming first point of contact for incoming calls and inquiries
- Handles all organizational information with confidentiality and discretion
- Other Communication duties as assigned

Our ideal candidate will have:

- At minimum, a Bachelor's degree and three years of relevant work experience; or an equivalent combination of education and experience.
- Professional and friendly demeanor; able to establish and maintain positive rapport with co-workers, donors, visitors, and vendors (on phone, via email, or in person)
- Strong writing skills
- Ability to juggle multiple/conflicting priorities while successfully handling routine duties
- Exceptional attention to detail.
- Strong computer skills and experience with Microsoft Office; Quickbooks experience a plus
- Be able to successfully pass a background check (required of all Park employees).

To apply, please send a cover letter, resume, and references to

Employment@MorvenPark.org.

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