Senior Office Coordinator & Board Secretary

Position: Senior Office Coordinator & Board Secretary, Community Foundation of Nova Scotia
Employment type: Full-time, permanent
Reports to: Chief Executive Officer
Location: Halifax, Nova Scotia
Application deadline: December 9, 2026
Start date: January 2027

Empower Nova Scotians to invest in *their* vision of community impact.

The Community Foundation of Nova Scotia (CFNS) helps Nova Scotians turn their generosity into lasting community impact. We work with individuals, families, businesses, communities, and charities to establish and manage charitable Funds opened as an alternative to a private foundation. We also support community-led initiatives and connect resources with causes that matter. Through responsible stewardship of philanthropic funds, grantmaking, and partnerships across the province, we help build strong, vibrant communities where people and organizations have the resources they need to thrive.

About the role

Do you enjoy being the person who keeps the details organized, the priorities moving, and the day-to-day running smoothly? Would you love to put those skills to work at an organization helping communities thrive across Nova Scotia? We are seeking a Senior Office Coordinator & Board Secretary to play an important role in supporting our CEO, Foundation team, and Board of Directors.

From coordinating and attending Board meetings, maintaining records, and tracking schedules to assisting the CEO and supporting office administration, you'll be the "glue" of our team!

What you will do

CEO & leadership support

- Manage scheduling and meeting preparation for the CEO.
- Assist with presentations, reports, and correspondence.
- Track leadership priorities, deadlines, and follow-up commitments.

Board & governance support

- Coordinate and attend Board and committee meetings**.**
- Manage schedules, agendas, and meeting packages. Record minutes, track action items, and follow up.

Office coordination & team support

- Coordinate daily office operations, supplies, and travel arrangements.
- Maintain the annual organizational calendar and policy review calendar.
- Track deadlines and priorities, and share reminders to keep activities on schedule.
- Support document preparation, proofreading, printing, and meeting materials.

Fundholder service & communications

- Be the first point of contact for general email, telephone, and voicemail inquiries.
- Assist with the preparation of newsletters, routine communications, and fund-related webpage updates.

Customer Relationship Management (CRM), Fund & financial administration

- Assist with keeping CRM records accurate and current.
- Maintain the grant database with the Manager of Donor Relations; track new Fund and revenue opportunities and prepare updates for relevant meetings.
- Support basic bookkeeping, donation administration, and data entry.

Events & special projects

- Support an annual community event, AGM, and Board events by coordinating invitations, RSVPs, attendee records, post-event thank-you communications.
- Coordinate mailouts of annual reports, solicitations, fund statements, and more.
- Provide administrative support for special projects and other Foundation priorities.

What you bring

- Experience providing administrative and strategic support to Boards and senior executives
- Strong organizational and coordination skills, with the ability to manage multiple priorities, monitor deadlines, and follow through on commitments.
- A responsive, friendly, and service-oriented approach.
- Meeting coordination and minute-taking skills.
- Clear written and verbal communication skills, with careful attention to proofreading, document preparation, and accurate record-keeping.
- Confidence using Microsoft 365 for email, calendars, and documents.
- Familiarity with bookkeeping fundamentals, donation administration, and financial data entry. Experience maintaining CRM records is an asset.
- Initiative, sound judgment, and discretion when handling confidential information.

Work Environment & Compensation:

- Annual base salary, depending on experience and qualifications, of $52,000 - $68,000
- 100% employer paid health and dental benefits
- 3 weeks of paid vacation per year
- Working in-office in Halifax, with occasional hybrid work available
- 37.5 hours per week, with occasional evening and weekend commitments

Apply

To apply, please email your resume and cover letter to recruitment@cfns.ca. In your cover letter, tell us what interests you about the role and how your skills and experience would make you a great fit. Selected candidates will be invited to participate in an in-person interview.

Your resume and cover letter must be received via email before 4:00 PM on Wednesday, December 9, 2026.