



Executive Coordinator

Contact: Please send resume & cover letter to:
South Carolina Council on Competitiveness
Attn: Susie Shannon, President & CEO
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Who Are We?

We manage competitive industry clusters like *Aerospace*, *Logistics*, and *Technology/Cybersecurity*. We research and publicize the growth of our state and design ways to get the message of South Carolina's business community and major industries out of the Southeast and into the world beyond our borders. Moreover, we collaborate with business leaders, educators, students, parents, and policy makers to transform our schools so that our student graduates are prepared for careers, college, and citizenship. The SC Competes Team works directly with schools; public agencies; cutting-edge aerospace technology manufacturers; major corporations within supply chains; technology/cybersecurity firms; and transportation, distribution, and logistics companies.

The South Carolina Council on Competitiveness was formed in 2004 by a broad range of stakeholders from the public, private, academic, and nonprofit sectors to help our citizens, our businesses, and our state become more competitive on the global stage. Our work supports economic development efforts across the state through economic research, support for industry clusters, and education and workforce development initiatives. **One day...we are digging into aerospace economic impact numbers touted by our policy leaders and companies; the next...fashioning an educational exhibit at a children's museum to teach kids about the principles of flight!** Check us out on www.sccompetes.org!

What Would I Do Every Day?

We're looking for an extremely organized team player to join our non-profit as our full-time Executive Coordinator. You will be responsible for the general operation of the office and assist our President/CEO and SC Competes Team. In this highly-visible role, your success is all about managing priorities as you will need to analyze situations and exercise sound judgment in determining appropriate courses of action. If you love details, have excellent communication skills, enjoy mixing with people, and know how to anticipate needs before anyone has to ask, then this job is for you.

You will serve as the primary point of operational and administrative contact for internal and external groups, often on complex and confidential issues. You will coordinate the provision of



office and staff support services to the office, as well as manage or assist with special projects and/or events. You will also provide support to a variety of committees in an administrative capacity.

What Attributes Are We Looking For?

- Strong Project Manager – Skills at juggling multiple tasks, allocating and optimizing your time, and managing moving timelines. You manage a task from conception to completion AND keep everyone appropriately informed.
- Effective Communicator – Professional electronic communication at every level.
- Ambitious Planner – You think ahead and anticipate challenges.
- Autonomous – Although we stay in close communication with each other, we don't micromanage, and the SC Competes Team is dispersed throughout the state. You are comfortable taking initiative but know when to seek guidance.
- Service-Driven – You are self-confident, approachable, and responsible. You understand our mission, needs, and direction.
- Organizational Agility – You have a collaborative work style.

What Is Attractive to the Right Candidate?

- With an eye on the future, and many initiatives underway, SC Competes is an exciting place for professionals who enjoy a culture of teamwork and respect
- This role will leverage all of your skills and allow you an opportunity to learn new ones
- We work as a TEAM but within a small, entrepreneurial environment that is mission-oriented and results-driven.

What Is the Day-to-Day?

The Executive Coordinator will:

- All the usual stuff, such as greeting our visitors (from elected officials to state agency heads to company CEOs), managing incoming mail/email, and ensuring the physical office space is always professional in appearance
- Schedule and maintain active and complex calendars, coordinating meetings and venue logistics
- Act as a “barometer” to sense the issues taking place and keeping the Pres. & CEO and the rest of the SC Competes team informed as appropriate
- Coordinate and oversee the day-to-day management of supplies, equipment, and facilities for the organization, to include maintenance, inventory management, logistics, security, and related activities
- Prepare check requests and bank deposits on a weekly basis



- Work with accountant on various financial issues/projects (to include end of the year 1099 preparation and distribution, and maintaining up-to-date W-9 records for all vendors)
- Oversee onboarding process/paperwork for contractors and provide assistance to the accountant with the onboarding process/paperwork for new employees
- Review and manage contracts
- Prepare and submit timely filings with various state and federal governmental entities
- Provide support for Board/Executive Committee and Initiative Advisory Body meetings (e.g., prepare and distribute meeting materials, arrange catering for meetings, and coordinate audio/visual needs)
- Serve as direct point-of-contact for vendor relationships and building/office operations
- Serve as direct point-of-contact for customers with regards to incoming payments, including handling all merchant account activity, assisting with ACH payment set-up, and assisting with other means of customer payments, including through Bill.com
- Maintain oversight and maintenance of files, both electronic and in hard copy
- Gather, enter, and/or update data to maintain initiative records and databases
- Maintain the customer relationship management and project management systems and run reports as needed
- Compose, edit, and distribute electronic communications to stakeholders
- Assist with special projects, feeling free to propose programmatic ideas to further our mission
- Assist, or lead as needed, event-related coordination activities, such as: identify and recommend suitable venues, determine related costs and prepare draft budget, arrange event services, and monitor for appropriate internal approvals
- Perform other job-related duties, as assigned

What Are the Qualifications?

Our ideal candidate will already boast these skills, or be able to embrace them quickly:

- Office administration
- Financial operations
- Interact professionally with diverse groups of people, including Board members, C-Suite, community leaders, donors, and staff
- Multi-tasking and working under deadlines, prioritizing conflicting needs
- Thinking forward, seeing opportunities, and proposing solutions
- The tools we invest in to help you thrive:
 - Microsoft Office (Excel, Word, PowerPoint) and Google platforms (Docs, Sheets, Drive)
 - Bill.com software



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- HubSpot customer relationship management (CRM)
- Monday.com project management
- Slack
- Video conferencing – *Think: Zoom, Go-to-Meeting*