



## Office Coordinator Candidate Profile

### Who We Are

The mission of Madison Community Foundation (MCF) is to engage Greater Madison in philanthropy to advance a more vibrant and equitable community. MCF is a nationally accredited community foundation and a trusted philanthropic leader.

- We collaborate with donors to support the causes they care about most
- We work with nonprofits to build endowments that provide an annual source of support for their mission
- We deploy grant funding in effective, efficient, and equitable ways to positively impact our community

The community of donors we bring together makes MCF strong. Our team makes MCF different. We know our donors and we know our community. Our commitment to both, for over 80 years, has earned us their trust. Madison is frequently named one of the best places to live in the country. While we are all proud of that recognition, we know there is still work to do to foster a community where fairness, inclusion, and respect thrive.

### Our Team

MCF's dynamic team shares a commitment to our mission. We come from different backgrounds and bring different lived experiences to the table. Some people have worked at MCF for 20+ years while others are new to the team. We encourage a full range of diversity and talent. Everyone's voice is valued.

Our office resides in beautiful downtown Madison, Wisconsin, conveniently located off the state's Capitol Square and is surrounded by restaurants, shops, and businesses of all kinds. Whether it is just the daily hustle and bustle, the free Lunchtime Live music series, Art Fair on the Square, or the largest producers-only Farmers' Market in the country, there is always something going on downtown. When you are part of the MCF team, you are in the middle of what makes Madison ... Madison.

### What We Need

MCF is currently seeking an **Office Coordinator** to join the Operations team. This role is ideal for a highly organized, self-motivated professional who is comfortable managing a variety of administrative responsibilities with limited supervision. Our ideal candidate is enthusiastic about providing reliable support to the team, has at least three years of experience in an office environment, demonstrates exceptional customer service and communication skills, and values the opportunity to work independently.

### What You Do

Interested candidates should forward a cover letter – including how your skills align with the requirements of this position and how your values align with those of MCF – and resume to [apply@madisongives.org](mailto:apply@madisongives.org). This position primarily works in the MCF office with the option of working remotely one day per week as schedules allow. Interviews for this position will begin in September 2026.