MIZEL INSTITUTE
THE CELL ■ MIZEL MUSEUM

Job Description

Position: Executive Assistant & Constituent Relations Coordinator
Location: Denver, CO (Hybrid)
Salary Range: $65,000–$80,000, commensurate with experience
Application Deadline: Rolling until filled
Apply at: www.tinyurl.com/ApplyForMI

About the Mizel Institute

The Mizel Institute is a Denver-based nonprofit organization committed to developing a more educated, conscientious, and empowered community. Through the work of the Mizel Museum and the Counterterrorism Education Learning Lab (CELL), the Institute brings people together around education, civic responsibility, leadership, community engagement, and public safety.

About the Role

Mizel Institute is seeking an experienced, highly organized, and relationship-oriented professional to serve as our **Executive Assistant & Constituent Relations Coordinator**. This dynamic role provides direct support to the President & CEO while helping coordinate important community relationships, donor communications, major events, and special projects.

This is a hands-on, mid-level position that combines executive support with constituent relations, event coordination, and nonprofit operations. The ideal candidate enjoys variety, anticipates needs, manages competing priorities, and takes pride in ensuring that every detail is handled with care and professionalism.

This role offers the opportunity to work closely with executive leadership and interact with donors, board members, government officials, public safety partners, and other community leaders. We are looking for someone who is polished, proactive, discreet, and service-minded, with the experience to work independently and the flexibility to collaborate across a small, mission-driven team.

This is a hybrid position based in Denver, with regular in-office and event-related responsibilities.

What You'll Do

Executive Support & Coordination

- Manage the President & CEO's complex and frequently changing calendar, including meetings, community engagements, events, and appointments
- Coordinate meetings, including scheduling, confirmations, materials, background research, and follow-up
- Anticipate upcoming needs, track commitments and deadlines, and help ensure priorities and action items move forward
- Prepare the President & CEO for meetings, events, travel, and other commitments
- Draft, proofread, and organize professional correspondence, briefing materials, meeting notes, and other documents
- Coordinate domestic travel, itineraries, and related logistics

- Serve as a professional, responsive point of contact for the Office of the President & CEO
- Handle confidential and sensitive information with discretion and sound judgment

Constituent & Donor Relations

- Support the President & CEO's relationships with donors, board members, community leaders, government officials, public safety partners, and other key stakeholders
- Coordinate constituent communications, meeting requests, invitations, recognition materials, and follow-up
- Maintain accurate Salesforce records of relationships, meetings, correspondence, commitments, and next steps
- Prepare constituent lists, background information, and briefing materials for leadership meetings and outreach
- Support donor stewardship activities and communications, ensuring important relationships and commitments receive timely attention
- Serve as a primary staff member supporting donor communications for Mizel Institute's Annual Event, including correspondence, recognition, Salesforce updates, and reporting

Events & Special Projects

- Help coordinate logistics and administrative preparations for major organizational events, donor gatherings, meetings, and community initiatives
- Manage guest lists, invitations, RSVPs, registration information, VIP communications, briefing materials, and event follow-up
- Coordinate with staff, vendors, and external partners to ensure event-related details and deadlines remain on track
- Provide administrative support for select philanthropic activities, executive initiatives, and special projects
- Prepare organizational summaries, reports, and materials for leadership review
- Collaborate across the Operations team during peak periods and as organizational needs arise
- Use technology, AI-powered tools, and emerging solutions to improve administrative processes, research, communications, and workflow efficiency
- Assist with occasional evening and weekend programs and events

What Success Looks Like

A successful Executive Assistant & Constituent Relations Coordinator is a trusted, dependable partner who helps the President & CEO stay organized, prepared, and focused on the organization's priorities.

They anticipate needs, manage details independently, maintain accurate constituent information, and ensure important communications and follow-up happen on time. They are equally comfortable coordinating executive schedules, preparing for a high-level meeting, and managing the behind-the-scenes logistics of a major event.

Above all, they bring professionalism, sound judgment, flexibility, and exceptional follow-through to a fast-paced, relationship-driven environment.

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Required Qualifications

- 4+ years of relevant professional experience in executive assistance, administrative coordination, constituent relations, development operations, event coordination, nonprofit operations, or a related field
- Demonstrated experience providing administrative support to an executive, senior leader, or leadership team
- Experience managing complex calendars, scheduling meetings, coordinating travel, and tracking multiple priorities
- Excellent organizational skills, attention to detail, responsiveness, and follow-through
- Strong professional writing, proofreading, and verbal communication skills
- Ability to communicate effectively and professionally with executives, board members, donors, community leaders, and other senior-level stakeholders
- Demonstrated discretion and sound judgment when handling confidential or sensitive information
- Experience maintaining CRM, donor, membership, constituent, or other relationship-management records
- Proficiency with Microsoft Office and comfort learning new technology and digital tools
- Ability to manage multiple projects independently while collaborating across departments
- Flexibility to support occasional evening and weekend events

Preferred Qualifications

- Experience directly supporting a CEO, Executive Director, or other senior executive
- Experience coordinating event logistics, such as guest lists, invitations, registration, vendor communications, VIP needs, and event preparation
- Experience in a nonprofit, foundation, cultural organization, development, or relationship-driven professional environment
- Experience supporting donor relations, fundraising, stewardship, or community engagement
- Experience using Salesforce or a comparable CRM platform
- Experience using AI and emerging technologies to support administrative work, communications, research, and workflow efficiency
- Bachelor's degree in Business Administration, Communications, Nonprofit Management, Event Management, or a related field

Work Authorization

Candidates must be legally authorized to work in the United States at the time of application and throughout employment. The Mizel Institute does not provide employment visa sponsorship now or in the future.

Benefits

- Positive, mission-driven organizational culture
- Competitive salary and comprehensive benefits package, including:
    - Medical, Dental, and Vision coverage
    - HSA/FSA accounts

  - 403(b) retirement plan with employer match
  - Life, Short-Term, and Long-Term Disability Insurance
- Generous time-off policies: Vacation, Sick Leave, Holidays, Bereavement, Jury Duty, FMLA, and Military Leave
- Opportunities for professional development and team-building activities

Ready to make an impact?

If you're an experienced, organized, and proactive professional who enjoys supporting executive leadership, building relationships, and making meaningful work happen behind the scenes, we'd love to hear from you.

Submit your cover letter and resume through www.tinyurl.com/ApplyForMI. Applications will be reviewed on a rolling basis.

Please note: All candidates must pass a background check. The Mizel Institute is an equal opportunity employer.