



POSITION PROFILE

EXECUTIVE ASSISTANT &
OPERATIONS COORDINATOR

In partnership with
**GroundBreak
Coalition**



**GroundBreak
Coalition**

NOW HIRING

EXECUTIVE ASSISTANT & OPERATIONS COORDINATOR

SEARCH AUGUST 2025 –

HOW TO APPLY

Interested candidates should submit a cover letter, resume, and salary expectations using the online application on the kpCompanies website:

<https://kpcompanies.com/careers>

*All submissions shall be received in strictest confidence.

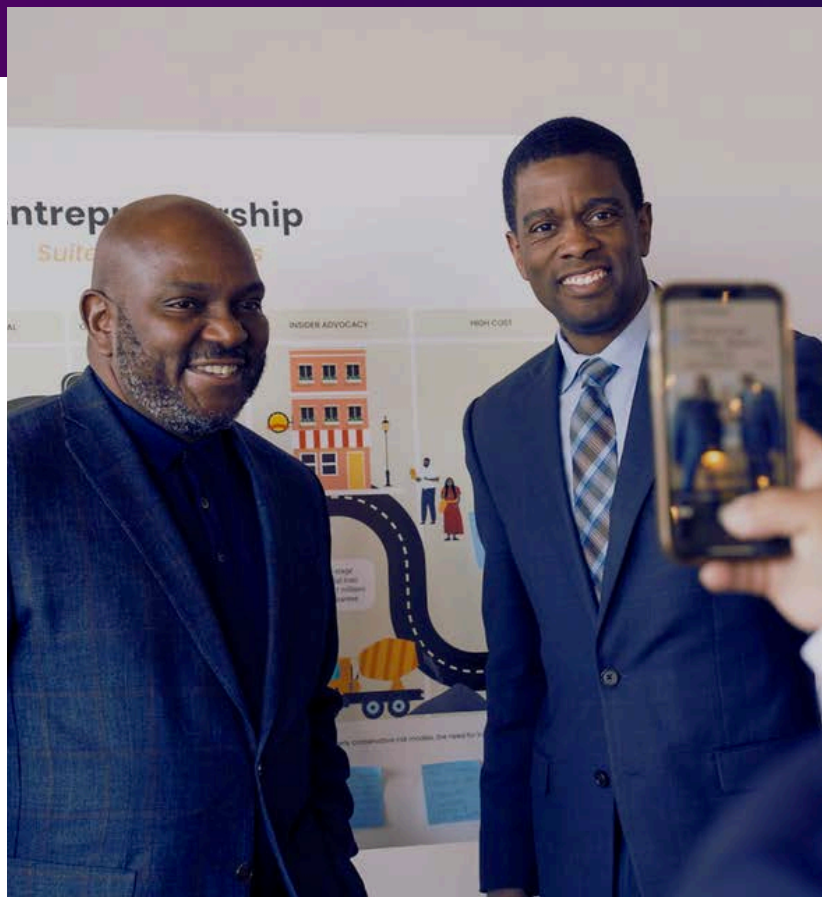
APPLY NOW

Mat Peisert 

Email: Mat@kpcompanies.com

Phone: (763) 350-4393





EXECUTIVE ASSISTANT & OPERATIONS COORDINATOR

kpCompanies is partnering with the GroundBreak Coalition on seeking an agile and experienced Executive Assistant and Operations Coordinator. Working in close partnership with GroundBreak's senior leaders, including the CEO, the Executive Assistant and Operations Coordinator will embrace a wide range of administrative, operational, and project management responsibilities to power the Coalition's impact.

THE OPPORTUNITY

GroundBreak Coalition is seeking a highly organized and agile Executive Assistant & Operations Coordinator to support the organization's senior leadership and day-to-day operations. Serving as a trusted partner to the CEO and Chief of Staff & Operations, this individual will manage a wide range of administrative, logistical, and project management responsibilities that are essential to keeping the organization running smoothly.

This role is ideal for a proactive professional who thrives behind the scenes—balancing calendars and travel logistics, coordinating meetings and events, maintaining internal systems, and ensuring the team stays aligned with key priorities. If you're energized by supporting visionary leaders and building efficient systems that drive mission-driven work forward, this role offers a meaningful opportunity to contribute to GroundBreak's impact.



KEY RESPONSIBILITIES

Administrative Support

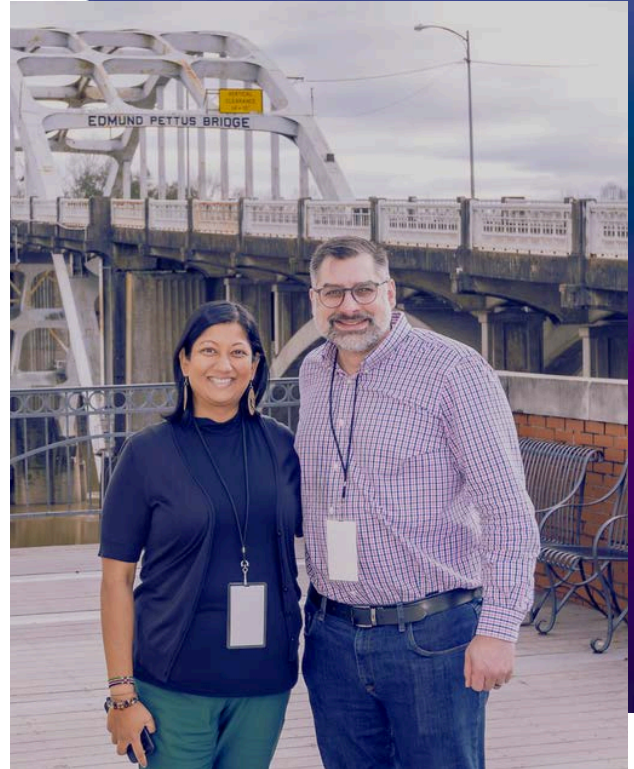
- Provide sophisticated calendar management for the CEO by prioritizing inquiries and requests while troubleshooting conflicts. Track and assure that all briefing and background materials are provided in a timely manner
- Support complex, multi-stakeholder scheduling as needed for other Coalition staff.
- Handle travel arrangements, including registration for conferences, hotel accommodations, air travel, and provide supporting materials for CEO's travel.
- Coordinate, review, and submit expense reports and monthly credit card reconciliations on behalf of the CEO.

Meeting & Events Management

- Take meeting notes or minutes as needed, follow up on tasks to keep work moving.
- Support Coalition staff in creating, editing, and disseminating materials for key stakeholder meetings (such as Board meetings or Strategic Impact committee meetings).
- Coordinate telecommunications system & office equipment needs (conference room AV, teleconferencing, etc.) for meetings.
- Lead hospitality for meetings, securing welcoming spaces, managing catering, and leading other logistics.
- Facilitate seamless events from invitation and RSVP management to venue and vendor selection to day-of coordination and appropriate participant follow up

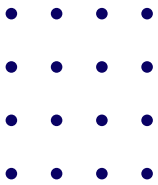
Office and Operational Coordination

- Maintain up to date databases (CRM, grants management, etc.)
- Assist the Chief of Staff and Operations in maintaining up to date governance records
- Track key dates and deadlines to ensure the Coalition stays current on reporting and compliance deadlines
- Identify processes and procedures to facilitate seamless collaboration among a growing team
- Monitor the Coalition general inbox and ensure appropriate response



KEY QUALIFICATIONS

- Bachelor's degree or equivalent professional experience; significant experience supporting C-level executives.
- Proven track record of success in strategic administrative or project management roles, preferably in mission-driven organizations.
- Advanced technological proficiency, including Microsoft Office 365, advanced presentation software, and collaborative platforms.
- Superior research, analytical, strategic planning, and organizational skills.
- Exceptional oral and written communication abilities.
- Highly organized with an extraordinary degree of attention to detail.
- Demonstrated ability to maintain the highest levels of professionalism, confidentiality, and discretion.
- Capacity to manage complex, high-priority tasks with minimal supervision.
- Proven track record of strategic follow-through and initiative.
- Ability to effectively manage relationships across all multiple domains



EQUITY, SALARY DISCLOSURE, AND EQUAL OPPORTUNITY

kpCompanies believes in and is committed to practices that create real equity and pay parity for all, regardless of background or identity. As part of this commitment, we discuss compensation transparently with every qualified candidate during their first interview to ensure that no one is left guessing or disadvantaged in the process. The salary for this role is \$80,000 and comes with a flexible and comprehensive benefits package, including healthcare support, generous paid time off, and technology tools. We believe compensation transparency is an essential step toward building a truly inclusive and equitable workplace.

Both kpCompanies and GroundBreak Coalition are equal-opportunity employers. All applicants are considered without regard to race, ethnicity, religion, gender identity, age, ability, sexual orientation, veteran status, or any other legally protected status.



ABOUT GROUNDBREAK

GroundBreak Coalition is a multi-sector collaborative committed to closing wealth gaps and unlocking capital for equitable economic development. With an intentional initial focus on building Black wealth, the Coalition mobilizes, aggregates, and deploys financial resources through guarantees, low-cost loans, and grants to support transformative financial systems change in Minneapolis-St. Paul.

www.groundbreakcoalition.com




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