



Job Title: Program Coordinator
FLSA Status: Full time; Non-Exempt
Date: August 2018
Reports to: Vice President of Programs

ORGANIZATIONAL MISSION

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaboration on community issues.

PRIMARY PURPOSE OF JOB

The Program Coordinator is responsible for providing administrative assistance to the Programs Department in alignment with Community Foundation of the Ozarks' (CFO) mission, vision and values. This position also serves as the main contact for Field of Interest grant programming for the CFO.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS – *Other duties may be assigned*

- Assist Vice President of Programs and Scholarship Manager to enact grantmaking and scholarship programming.
- Process grant and scholarship distributions as related to the programs department.
- Assist with the coordination of the Youth Empowerment Project, a youth community engagement program.
- Produce materials and provide preparatory services to support the grant committee selection process.
- Assist in the management of the Foundant Grant and Scholarship System, the online portal for all grantmaking and scholarship services at the CFO.
- Serve as primary liaison for field of interest/specialty grantmaking at the CFO.
- Serve as primary liaison for employee benevolence fund grantmaking at the CFO.
- Assist Vice President of Programs with scheduling and correspondence as requested
- Assist with greeting visitors at the CFO office and handling calls on the general office phone line for an hour each day as Administrative Coordinator is at lunch.
- Assist with general CFO events as requested.
- Perform other duties and responsibilities, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency with Microsoft Office Suite software; strong working knowledge of Word and Excel and familiarity with PowerPoint and Publisher.
- Technical capacity to learn and understand database systems.
- Excellent customer service skills.
- Strong time management skills.
- Highly accurate and meticulous in recordkeeping.
- Strong grammar and proofreading skills.
- Proficient with online office technology services, such as shared collaboration and document storage spaces, form builders, schedule-management programs, e-mail managers, e-commerce, password keepers, and willingness to explore, learn and adopt web-based office technology.
- Ability to work occasional early mornings or evenings.

CFO CORE VALUES

Commitment to excellence through exceptional service built on:

Integrity: Stewardship you can trust.

Respect: Relationships matter.

Leadership: Collaboration creates solutions.

Vision: Our focus is forever.

CFO CORE COMPETENCIES

Building Trust: Interacting with others in a way that gives them confidence in one's intentions and those of the organization.

Constituent Focus: Ensuring that the constituent perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet constituents' and own organization's needs.

PROGRAMMING DEPARTMENT CORE COMPETENCIES

Adaptability - We maintain effectiveness when experiencing changes in work responsibilities or environment; adjusting effectively to work within new work structures and processes.

Building Partnerships – We identify opportunities and take action to build quality relationships between our grant and scholarship recipients, our donors, and our colleagues to ensure quality programming.

Innovation – We generate innovative solutions; we create quality ways to deal with program challenges and opportunities.

Planning and Organizing – We establish a course of action for self and others to ensure that work is completed efficiently. We develop timelines and maintain order in program processes and ensure we reach our milestones.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in development, nonprofit management, marketing, communication, business or other relevant field required.
- At least one year professional experience in relevant field preferred.
- Must possess a valid driver's license and have a good driving record.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

| Physical Requirements | Percentage of Work Time Spent on Activity | | | |
|--|---|--------|--------|---------|
| | 0-24% | 25-49% | 50-74% | 75-100% |
| Seeing: Must be able to see to read documents/reports and use computer. | | | | X |
| Hearing: Must be able to hear well enough to communicate with staff, donors, vendors, and general public. | | | | X |
| Sitting: Must be able to sit for long periods of time. | | | X | |
| Standing/Walking: Must be able to move about the work area. | | X | | |
| Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor. | X | | | |
| Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance. | X | | | |
| Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices. | | | | X |

WORKING CONDITIONS

The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise. Position requires limited local travel.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date