

**JOB TITLE:** Affiliate Foundation Coordinator

**STATUS:** Part-time, 20 hours per week; non-exempt

**DATE:** March 2026

**REPORTS TO:** Director of Affiliate Engagement  
and Affiliate Foundation Board Chair/President

**GRADE:** 9

### **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 collaborations on community issues.

### **PRIMARY PURPOSE OF JOB**

The Affiliate Foundation Coordinator is responsible for coordinating advancement and administrative activities in alignment with the Community Foundation of the Ozarks' mission, vision and values.

### **FUNCTIONS AND PERFORMANCE AREAS** - *Other duties may be assigned*

- Serves as the public face of the Affiliate Foundation at civic and community functions.
- Serves as primary support staff to Board Chair/President.
- Works with the Affiliate Foundation Board to advance fund development and growth offoundation assets, including establishing planned giving funds.
- Maintain relationships with potential donors, corporate/business partners, and nonprofit agency partners.
- Implements best practices in annual, major and planned giving programs to meet fundraisinggoals.
- Coordinates annual grant rounds by working with the CFO's Community Impact Coordinator and Affiliate Foundation's grant committee as well as organizing selection meetings and organizing awards presentations.
- Coordinates public relations outreach with local media in partnership with the CFO's Communications and Marketing Department.
- Organizes Board Meetings by preparing agenda, disseminating agenda, confirming attendance,and coordinating meeting place and meal, if appropriate.
- Under the direction of the board, develops an annual fundraising plan to promote community grantmaking.

- Participate in quarterly training and professional development opportunities as requested by the CFO and the Affiliate Foundation.
- Performs other duties and responsibilities, as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated understanding of philanthropy related to nonprofit organizations.
- Knowledge of philanthropy, fundraising, and trends in the field.
- Understanding community/regional issues.
- Ability to build strong partnerships with others.
- Willingness and ability to prospect, cultivate, and produce funds/donors.
- Strong verbal communication skills and demonstrated ability to write clearly and persuasively, strong interpersonal skills.
- Strong organizational skills and excellent time management skills.
- Willingness to work flexible hours including some nights and weekends as necessary.

## **CFO CORE COMPETENCIES**

Integrity: *Stewardship you can trust.*

Respect: *Relationships matter.*

Leadership: *Collaboration creates solutions.*

Vision: *Our focus is forever.*

***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.*

## **POSITION CORE COMPETENCIES**

**Building Partnerships** – *Identifying opportunities and taking action to build strategic relationships in the region.*

**Engagement Readiness** – *Demonstrating a willingness to commit to one's work and to invest one's time, talent, and best efforts in accomplishing organizational goals.*

**Inspiring Others** – *Using interpersonal styles and methods to inspire and guide individuals toward higher levels of performance.*

**Managing Work (includes Time Management)** – *Effectively managing one's time and resources to ensure that work is completed efficiently.*

Quality Orientation – *Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.*

**EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS**

- Experience working with nonprofits, donors, or community development preferred.
- High School Diploma or equivalent required.
- 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%
<b>Seeing:</b> Must be able to see to read documents/reports and use computer.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with staff, donors, vendors, and general public.				X
<b>Sitting:</b> Must be able to sit for long periods of time.			X	
<b>Standing/Walking:</b> Must be able to move about the work area.		X		
<b>Climbing/Stooping/Kneeling:</b> Must be able to stoop or kneel to pick up items off the floor.	X			
<b>Lifting/Pulling/Pushing:</b> Must be able to lift 20 pounds with or without reasonable assistance.	X			
<b>Grasping/Feeling:</b> Must be able to type, handle documents, and use equipment and electronic devices.				X
<b>Travel:</b> Must be able to drive to various locations.	X			

The work environment may vary depending upon the affiliate location. Moderate local travel is required, along with periodic travel to the Springfield office. Attendance at meetings and events required, as needed, in the evenings and on weekends. This is a remote position and does not have a regular workspace set up at the CFO in Springfield.

*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.*

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Employee Signature

\_\_\_\_\_  
Date