



JOB TITLE: Rural Schools Partnership Coordinator
FLSA STATUS: Part-Time, 20 hours/week; Non-Exempt
DATE: August 2024
REPORTS TO: Grant Program Officer
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 Rural Schools Partnership Coordinator is responsible for advancing the CFO's Rural Schools Partnership by engaging in activities related to various components of the program. All activities will be in alignment with mission, vision, and values.

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

- Serve as the main point of contact for all activities related to the Rural Schools Partnership program.
- In partnership with the Development and Affiliate departments, engage with existing school partners (rural school districts and school foundations that hold funds with the CFO and its regional affiliates) to build relationships and provide resources to educators and administrators; connect teachers with existing community resources via CFO's network of affiliate foundations.
- In partnership with the Development and Affiliate departments, establish geographic and participation gaps in partnerships and opportunities for development.
- Collaborate with the Communications department to create a Rural Schools Partnership communication to increase engagement, including monthly email newsletters, and to maintain and enhance the Rural Schools Partnership toolkit.
- Engage with professional education organizations to raise awareness of the Rural Schools Partnership program and the services provided within it.
- Support Programs department staff in creating and presenting the rural schools-oriented annual grant program.
- Support staff member responsible for the Youth Empowerment Project.
- Keep informed on trends, policy and other matters regarding rural education and provide relevant updates to staff.
- Maintain and update database regularly with school partner contact information; occasionally generate reports.
- Other duties as assigned.

- Adhere to CFO’s policies and procedures, including but not limited to standards for attendance, punctuality, and professionalism.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong verbal communication and interpersonal skills and demonstrated ability to write clearly and persuasively.
- Ability to organize and prioritize multiple projects and tasks.
- Strong organizational skills and excellent time management skills.
- Proficient with Microsoft 365 and the Microsoft Office Suite, including Word, Teams, Excel, PowerPoint and Outlook.
- Proficient with workplace technology such as audio visual and teleconferencing equipment.
- Willingness and ability to travel frequently throughout the CFO service area to visit schools and attend educational meetings. Travel will generally occur during the day; overnight stays will be infrequent.

CFO CORE VALUES AND COMPETENCIES

Integrity: *Stewardship you can trust.*

Respect: *Relationships matter.*

Leadership: *Collaboration creates solutions.*

Vision: *Our focus is forever.*

Programs Department Core Values and 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

- Associate’s degree is required, bachelor’s degree is preferred.
- Prior professional experience in the K-12 education field is preferred. Alternatively, long-term experience in rural school advocacy and engagement may be considered.
- 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
Driving: Must be able to drive regionally for work-related assignments.			X	

WORKING CONDITIONS

This position will be based at the CFO’s Springfield office, with flexibility for remote work as needed. The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate levels of noise. This position requires frequent travel throughout the CFO’s region, which may occasionally result in working early in the morning or into the evening.

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