



JOB TITLE: Foundation Coordinator
STATUS: Part-time, 10 hours per week;
non-exempt
DATE: March 2025
REPORTS TO: Affiliate Foundation and
Vice President of Affiliates

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

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

- Serves as the public face of Affiliate Foundation at civic and community functions Serves as primary assistant 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 sponsorsand nonprofit agency partners.
- Implements best practices in annual, major and planned giving programs to meet fundraisinggoals.
- Coordinates annual grant rounds by working with the grant committee, notify potentialgrant recipients, collect applications, organize selection meetings, organize awards presentation, and coordinate public relations outreach with local media.
- Organizes Board Meetings by preparing agenda, disseminate agenda, confirm attendance,and coordinate meeting place and meal, if appropriate.
- Under the direction of board, develops an annual fundraising plan to promote community grantmaking.
- Participate in quarterly training and professional development opportunities.
- 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 of 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.*

AFFILIATE TEAM 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 the driving force behind organizational decisions and activities; crafting and implementing service practices that meet constituent’s needs.*

Leading through Vision and Values – *Keeping CFO’s vision and values at the forefront of decision making and actions.*

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

Formal Presentation – *Presenting ideas effectively to individuals or groups.*

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.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Experience working with nonprofits, donors, or community development 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
Travel	X			

The work environment may be varied depending upon 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.

Employee Signature

Date