



Job Title: Affiliate Administrative Coordinator
FLSA Status: Part-time, 20 hours /week;
Non- Exempt
Date: January 2025
Reports to: Director of Affiliate Engagement
Salary 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 Administrative Coordinator is responsible for providing administrative assistance to the Affiliate Department in alignment with Community Foundation of the Ozarks' mission, vision, and values.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

- Collaborate with the Director of Affiliate Engagement to provide operational support for affiliate foundations.
- Work with the Affiliate Department to carry out development and operational activities.
- Assist with maintenance and scheduling of regional office.
- Serve as backup for the Affiliate Services Coordinator in grantmaking and accounts payable administrative tasks, including data entry.
- Provide operational support for all 55 affiliate foundations including, but not limited to, generating database reports for affiliate team members, affiliate foundations and donors as needed.
- Assist Affiliate team in planning and executing the annual conference and education opportunities.
- Assist affiliate foundations in setting up campaigns within the database system.
- Provide support to the Affiliate team by preparing materials for training affiliate board members.
- Work with Affiliate team to update information in the database and on affiliate foundation webpages.
- Assist Affiliate team with fund development by entering new fund forms into ASANA.
- Assist Affiliate Team by providing information to educate donors about the Transfer of Wealth and planned giving opportunities.

- Assist with affiliate foundation events and general CFO events as requested.
- Travel regionally as needed to support affiliates and their initiatives.
- 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.
- Technical capacity to learn and understand database systems.
- Excellent customer service skills.
- Strong time management skills.
- Accurate and meticulous in recordkeeping.
- Ability to work cross-functionally across departments with strong communication skills.
- Strong grammar and proofreading skills.
- Proficient with online office technology services, such as shared collaboration and document storage spaces, schedule-management programs, e-mail managers, videoconferencing, and willingness to explore, learn and adopt web-based office technology.

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

- High school diploma or GED equivalent required.
- Bachelor's degree in development, marketing, communications, business, or another relevant field preferred.
- At least one year of prior experience in office administration, customer service/relations, event planning or related 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
Travel/Drive:	X			

WORKING CONDITIONS

The work environment is based at CFO's Cape Girardeau office, with flexibility for remote work as needed. The work environment is a well-lighted, environmentally controlled indoor environment with moderate level of noise.

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