



Job Title: Program Coordinator
FLSA Status: Full time; Non-Exempt
Date: January 2023
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 coordinates the field of interest and benevolence fund grant program and CFO's Inclusive Excellence program and is the primary contact for the Youth Empowerment Project.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

- Work with the Vice President of Programs to enact grantmaking programming.
- Coordinate implementation of the CFO's Inclusive Excellence model to promote inclusive organizational culture internally and support the joint model partnership with Community Partnership of the Ozarks.
- Serve as primary liaison for field of interest/specialty grantmaking and benevolence fund grantmaking at the CFO and process related grant distributions.
- Coordinate the Youth Empowerment Project, a philanthropy education program for high school students.
- Produce materials and provide preparatory services to support the DEI grant committee selection processes and process related grants.
- 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 and provide additional support as needed.
- Learn and assist in the management of the Foundant Grant System, the online portal for all grantmaking and scholarship services at the CFO.
- 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 COMPETENCIES

Integrity: Stewardship you can trust.

Respect: Relationships matter.

Leadership: Collaboration creates solutions.

Vision: Our focus is forever.

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 nonprofit management, marketing, communication, English/professional writing, business or other 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.

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