



**JOB TITLE:** Foundation Coordinator  
**STATUS:** Part-time, 20 hours per week  
**Date:** February 3, 2020  
**REPORTS TO:** Affiliate Foundation with support from CFO Affiliate Team

### **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 Affiliate Foundation Board to advance fund development and growth of foundation assets, including establishing planned giving funds.
- Cultivates and nurtures relationships with potential donors, corporate/business sponsors and nonprofit agency partners.
- Promote best practices in annual, major and planned giving programs to meet fundraising goals.
- Coordinate annual grant rounds by working with the grant committee, notify potential grant recipients, collect applications, organize selection meeting, organize awards presentation and coordinate public relations outreach with local media.
- Organize Board Meetings by preparing agenda, disseminate agenda, confirm attendance, and coordinate meeting place and meal, if appropriate.
- Create annual fundraising event.
- Participate in quarterly trainings and professional development opportunities.
- Other duties and responsibilities, as assigned.

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

- Demonstrated understanding of philanthropy related to non-profit 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%
<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

*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