



## **Flourish with us as our Community Engagement Coordinator!**

Join our team of dedicated professionals in strengthening our community for current and future generations by helping people make a difference in the lives of all.

As the Community Engagement Coordinator, you can support some of the Community Foundation's most impactful community grantmaking processes and a variety of communications projects by working closely with multiple teams, committee volunteers, and our local nonprofit organizations. In this position, you will play an important administrative role in the grantmaking processes from start to finish. This includes pre-screening applications, entering updates in our grants database (Foundant), pulling reports, sending communications, and assisting with post-grant follow ups. In support of our core value of Teamwork, this position is cross-trained and provides periodic back-up assistance to the Front Desk Coordinator.

If you have three years of work experience that includes administrative support, project coordination, process improvement, data entry within a database, and familiarity with nonprofits, we want to hear from you. Qualified candidates must also be proficient with Microsoft Office 365, and able to work in a fast-paced environment with multiple and changing responsibilities. Please see the detailed job description below.

We have been certified as a 2022 silver-level Employee Friendly Workplace by the Fox Cities Chamber of Commerce. This certification recognizes employers who demonstrate a significant commitment to promoting work/life integration by creating a positive work environment and experience for all employees.

We offer a flexible and hybrid working environment. Our team currently works in our office at 4455 W. Lawrence Street in Appleton, WI, or remotely in the Fox Valley area. In addition to a flexible working environment, it is important to us to offer a generous benefit package to our team members. Our current package includes health and dental insurance, 401(k), paid time off, paid volunteer hours, and professional development. This position is expected to work 40 hours per week. The salary range is \$23.32-\$24.25 per hour. A start date no later than early April 2024 is preferred.

We are excited to learn more about your experience! **Please submit your resume and cover letter to [careers@cffoxvalley.org](mailto:ccareers@cffoxvalley.org) using the following email subject line: Community Engagement Coordinator Position.**



## Job Description

**POSITION TITLE:** Community Engagement Coordinator

**DEPARTMENT:** Community Engagement

**LOCATION:** Community Foundation for the Fox Valley Region 4455 W. Lawrence St.  
Appleton, WI 54914

**REPORTING TO:** Vice President of Community Engagement

**FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT):** Non-Exempt, Full-Time - 40 hours per week

**CLASSIFICATION:** Full-Time Benefits Eligible

**LAST UPDATED:** March 1, 2024

### POSITION SUMMARY

The **Community Engagement Coordinator** is part of the Foundation's dedicated team of professionals who work together to strengthen our community for current and future generations by helping people make a difference in the lives of all. The team supports the strategic direction and mission of the Foundation under the core values of integrity, respect, teamwork, stewardship, and diversity, equity, inclusion, and antiracism (DEIAR).

The **Community Engagement Coordinator** assists the community engagement team with the coordination and support of grantmaking and communications related functions, interacting with multiple department and Foundation team members.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate grant processes, including receiving and acknowledging grant requests and applications, entering grant application proposals and decisions in a database, preparing grant communication and reports, conducting due diligence, overseeing the request, receipt, and initial screening of grant progress and final reports.
- Gather, organize, and provide summaries of grant requests, updates, and reports.
- Enter and maintain accurate, current information in Foundation databases.
- Execute mail merges and generate a variety of mail and email distribution lists from the Foundation's databases.
- Plan, arrange, schedule, and support a variety of virtual and in-person meetings and events for the community engagement department and potentially other departments if needed. This includes drafting meeting agendas, taking and preparing detailed minutes and notes, interacting with committee or board volunteers, preparing and editing correspondence, reports, memos, and visual presentations, event coordination with vendors.
- Help maintain supplies and items for community events and sponsored activities.
- Build and strengthen relationships with nonprofit partners through conversations, site visits, and participation in community events and activities.
- Prepare and execute surveys, conduct research, and prepare related reports.
- Provide periodic back-up assistance to Front Desk Coordinator to answer phone calls, assist visitors, open/close the office, and provide office coordination assistance as needed.
- Proactively identify and lead process improvement opportunities focused on achieving maximum efficiency results.

***This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.***



## EDUCATION AND/OR EXPERIENCE

- Three years of work experience including familiarity with and exposure to project management, process improvement, database work, nonprofits.
- Proficient use of Microsoft Office 365, including Word, Excel, Outlook, PowerPoint, Teams, Planner and virtual meeting platforms such as Zoom.
- Experience with project coordination and project management tools.
- Understanding of database concepts, use, and data maintenance.
- Experience with analyzing data, planning, and conducting surveys.
- Preferred experience working within a database.
- Preferred experience working in a hybrid virtual/in office work environment and knowledge.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Able to demonstrate the Foundation's core values of teamwork, respect, integrity, stewardship, and diversity, equity, inclusion and antiracism throughout work and interactions.
- Manage multiple, and often changing, daily responsibilities and priorities in a fast-paced team environment.
- Effective time management including establishing priorities and meeting deadlines.
- Be flexible, agile, and adaptable with changing technology needs in a digital/virtual environment and in-person.
- Coordinate projects and processes from inception to completion with a process improvement mindset. Preferred knowledge of project management tools and working in a database.
- Curious learner and strategic problem solver who takes initiative while working as part of a team and independently.
- Excellent organizational skills and attention to detail.
- Strong verbal and written communication skills.
- Able to maintain a high level of confidentiality.

## WORK ENVIRONMENT AND JOB SPECIFICATIONS

**The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.**

- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time.
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.
- Travel occasionally to surrounding area businesses for events, meetings, etc.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.***