

## Community Impact Coordinator

### PURPOSE OF POSITION

The Community Impact Coordinator plays an important role in fulfilling the responsibilities of the Community Impact Department through effective project management. With direction, this position serves as the lead staff member in executing logistics of the grantmaking programs including nonprofit applicant support and internal procedures. In addition, this position provides project management for all nonprofit capacity building initiatives as well as the Community Foundation's leadership engagement throughout Greater Des Moines. Reporting to the Chief Community Impact Officer, the Community Impact Coordinator serves as an integral part of the Community Foundation's grantmaking, nonprofit sector support and community leadership strategies.

### CORE COMPETENCIES

Accountability/Dependability | Project Management | Customer Service | Accuracy | Initiative

### DUTIES AND RESPONSIBILITIES

#### Grantmaking

- Facilitates the Community Foundation's grantmaking processes including oversight of the online technology platform, providing technical assistance to potential grantees and monitoring the grant budget.
- Monitors the performance of active grants through site visits, review of grantee reports, and evaluation of grant outcomes.
- Performs due diligence and/or expenditure responsibility to ensure compliance for all grants.
- Ensures adequate maintenance of the electronic grantmaking filing systems in accordance with the document retention policy.
- Serves as the project manager in implementing special grant initiatives such as the field of interest grant program.
- Works with the Marketing Team to develop strategies and supporting materials to ensure effective promotion of grantmaking programs and storytelling of grantmaking impact.
- Prepares potential grantee summaries in support of the charitable giving services program.

#### Nonprofit Capacity Building

- Works alongside the Director of Nonprofit Relations to identify and research promising practices, trends and training content relevant to the nonprofit sector in Greater Des Moines.
- Provides primary project management of capacity building training initiatives including but not limited to learning cohorts, peer networks and deployment of training.
- Creates the monthly nonprofit e-newsletter, NPOLink.
- Coordinates the consultant database and community resources sections of the website.
- Provides overall project management to the GIVEdsm platform to connect donors to the causes they care about.
- Other duties as assigned, as they relate to the daily operations of the Community Foundation.

### **Community Leadership**

- Provides primary staffing support for Community Foundation initiatives as necessary such as Capital Crossroads, Social Capital and other strategic philanthropy or leadership initiatives.
- Conducts research and analysis of interest/concern areas including the annual regional plan and visioning review.
- Serves as project manager for the art mural project on the Community Foundation Campus.
- Manages and/or collaborates on special projects that support the Community Foundation's goals.
- Represents the Community Foundation at community functions, as directed.

### **Other**

- Provides clear and effective communication in order to execute on key functions.
- Ensures compliance with data entry management and document retention policy.
- Assists with the development and achievement of annual Community Impact goals.
- Other duties as assigned, as they relate to the Community Impact Department activities.

### **QUALIFICATIONS**

Excellent analytical and organizational skills; mature judgment and critical thinking ability; innovative problem solver; and details oriented. Demonstrated experience in creating, managing, and implementing processes and procedures for multifaceted initiatives. Successful candidates will have an adaptable attitude, be mission-focused, be a self-starter, creative, require little regular supervision and will work well both independently and in a team environment. Must be able to interface well with a variety of people and able to effectively present information to grant seekers, community members, volunteers, the general public and other employees of the organization. Candidates should possess the ability to apply common sense understanding to carry out as well as develop instructions; excellent writing, proofreading and communication skills. Strong computer, database management and internet research skills are important.

### **Education and Experience**

Bachelor's degree and project management experience preferred; or equivalent combination of education and experience will be considered. Prior project or grant management experience desired with knowledge of the nonprofit sector and SharePoint strongly preferred; demonstrated commitment to the Greater Des Moines community.

### **Language Ability**

Excellent writing, proofreading and critical thinking skills. Must have excellent interpersonal and communication skills. Ability to effectively present information to grant seekers, community members, volunteers, the general public and other employees of the organization. Excellent telephone and customer service skills.

### **Cognitive Demands**

Proven ability to manage multiple projects and tasks simultaneously, set priorities, handles numerous responsibilities, and work both independently and in a team environment. Adaptable attitude, attention to detail, organized self-starter, and creative. Able to interface well with a variety of people. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hand to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision. Must have valid driver's license and transportation. Must have the schedule freedom to work varying hours, including evenings and weekends when necessary.

### **APPLICATION PROCESS**

Interested applicants should submit their resume, cover letter and salary requirements [via this electronic form](#). We encourage anyone considering the position to apply. The Community Foundation is committed to pay equity and provides a comprehensive compensation package which includes annual salary and benefits benchmarking. Salary range will be shared with candidates prior to the interview process, or [upon inquiry](#). Initial applications will be accepted until the appropriate candidate is identified.