

**COMMUNITY FOUNDATION OF MIDDLESEX COUNTY**  
**Programs & Communications Coordinator**

**Position Overview:** The Programs & Communications Coordinator is responsible for administrative processes related to grant making, special initiatives, and events; provides administrative and communications support to Community Foundation staff; and is responsible for general office support.

The successful candidate must work well as a team member and be successful in establishing strong relationships with the Community Foundation's many constituencies (Board, volunteers, donors, grantees, partners, staff, and the general public) in a manner that builds trust, commitment, and a shared mission.

**Reports To:** Vice President, Programs & Operations

**Summary of Responsibilities:**

- Supports the President & CEO and Vice President, Programs & Operations on the Community Foundation's general grant making, special projects, and initiatives.
- Assists in research and due diligence related to the Community Foundation's grants and initiatives, including preparation of reports and meeting materials.
- Maintains records in FIMS and other software formats, including profile management, gift and grant records, and other maintenance as needed.
- Prepares grant agreements, reporting templates, declination letters.
- Assists in preparation of donor education materials, donor reports, newsletters, annual report, impact stories and other correspondence.
- Assists in preparation of web site content, social media content, electronic announcements and news, and other communications platforms.
- Manages logistics and materials for educational workshops and assists with preparation and set up for all events and gatherings.
- Assists in the scheduling and follow up reporting of grantee site visits for Community Foundation staff, Board and Committee volunteers, and donor and fund advisors.
- Provides support for all Community Foundation meetings, events and initiatives.
- Performs other related duties or special projects as assigned.

Education and Experience

- Bachelor's degree required. Proven track record of organizational work experience and demonstration of strong relationship-building skills, evidence of success in managing multiple projects and systems. Minimum three years' experience in administration support experience in a team oriented organization committed to excellence in supporting its constituents. Philanthropic experience and/or program management preferred.

Skills and Abilities

- Comprehensive knowledge of a variety of software, including but not limited to Word, Excel, Power Point, Publisher and with an aptitude to learn new systems quickly.
- Solid data entry skills and excellent attention to detail, particularly document management and data entry. Familiarity with FIMS preferred but not required.
- Ability to interact comfortably with a wide variety of constituents and communicate appropriately and effectively in person, on the telephone, and in writing.

- Professional demeanor that demonstrates interest in people, customer service and achieving greater than the expected good for the community.
- Maintain and respect the sensitive, private and confidential nature of information related to grant recommendations, grantees, donors, advisors, and the Community Foundation.
- Ability to work successfully as part of a team, as well as assume independent responsibilities with minimal supervision.
- Ability to coordinate several projects simultaneously within a strict time frame.
- Ability to be a self-starter and highly motivated.
- Demonstrates constant professionalism through one's work and interaction with colleagues. Specifically and consistently understands that, regardless of the administrative nature of the position, the quality of work performed directly affects the public reputation and internal efficiency of the Community Foundation.

Interested candidates should submit a cover letter and resume. A cover letter is required as a writing sample; resumes without a cover letter will not be considered. Your application materials should also include your salary requirements and your resume. Materials may be mailed or e-mailed (with the subject line "Program Coordinator") to:

Cynthia Clegg  
President & CEO  
Community Foundation of Middlesex County  
49 Main Street  
Middletown, CT 06457  
Cynthia@MiddlesexCountyCF.org

#### **Employment – At Will**

All employees of the Community Foundation of Middlesex County (CFMC) are considered to be "at will". This means that both CFMC and the employees retain the right to terminate the employment relationship at any time and for any reason. In order to manage effectively, CFMC retains its sole discretion over hiring, terminating employment and other personnel and employee relations matters.

This position description is intended to be general and is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time. Community Foundation of Middlesex County is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law. For more information about the Community Foundation of Middlesex County, please visit our website: [www.MiddlesexCountyCF.org](http://www.MiddlesexCountyCF.org)