COMMUNITY FOUNDATION OF MIDDLESEX COUNTY
Programs & Events Coordinator

The Community Foundation of Middlesex County's mission is to improve the quality of life for the people of the County now and in the future by developing endowments, making grants that have impact, and assisting donors in meeting their philanthropic objectives.

Position Overview: The Programs & Events Coordinator is responsible for administrative processes related to CFMC's grants process, special initiatives, and events and provides operational and general office support to Community Foundation staff.

The successful candidate must be 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.

Summary of Responsibilities:

- Supports the Community Foundation's general grants process, special projects, events, and initiatives.
- Assists in research and due diligence related to the Community Foundation's grants and initiatives, including preparation of reports and meeting materials.
- Processes grant applications. Prepares grant agreements, reporting templates, notification letters.
- Assists in preparation of donor education materials, donor reports, newsletters, annual report, impact stories and other correspondence.
- Assist in preparing grant solicitations, including research, proposal writing, and reporting requirements.
- Manages logistics and materials for educational workshops and community information/education initiatives.
- Assists with all aspects of grantee site visits, podcasts, events and gatherings set up, including but not limited to communications and volunteer coordination with other Community Foundation staff, Board, and committee members.
- Assists in preparation of web site and social media content, electronic announcements and news, and other communications platforms.
- Maintains records in FIMS and other software formats, including profile management, gift and grant records, and other tasks as required.
- Performs other related duties or special projects as assigned.

<u>Skills and Abilities</u>

- Comprehensive knowledge of a variety of software, including but not limited to Word, Excel, Power Point, design platforms such as Canva and with an aptitude to learn new systems quickly. Experience with communications and creative applications, such as Constant Contact, Canva, Photoshop, and a variety of social media platforms preferred.
- 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 superior customer service and commitment to 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 others. Specifically, and consistently understands that the quality of work performed and one's demeanor directly affects the public reputation and internal efficiency of the Community Foundation.

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 administrative support in a team-oriented organization which is committed to excellence in supporting its constituents. Program management preferred.

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. Application materials should also include salary requirements and resume. Materials may be mailed or e-mailed (with the subject line "Program and Events Coordinator") to:

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

Employment – At Will
This position is full-time and on-site at the Community Foundation's office in Middletown, Connecticut.

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. The 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: MiddlesexCountyCF.org