

CFLEADS POSITION DESCRIPTION

Title: Program Coordinator

Reports to: Caroline Merenda, Chief of Staff

Location: Remote/Flexible within the U.S.

Salary: \$52,000 - \$55,000, full-time with benefits

Submit resume and cover letter describing prior experience to Meghan Cummings, Senior Vice President, Strategy, Impact & Operations at careers@cfleads.org by July 17 for first review. Submissions will be accepted until the position is filled.

About CFLeads

CFLeads is a national network of community foundations working together to build strong communities. As the only national organization exclusively for community foundations, we work with hundreds of community foundations each year that are committed to increasing their local impact through community leadership.

CFLeads vision: *Community foundations are vital partners in building communities where all residents are prosperous, healthy, and secure.*

CFLeads mission: *CFLeads helps community foundations build strong communities by advancing effective practices, sharing knowledge, and galvanizing action on critical issues of our time.*

Position Description

This is an opportunity for a proactive, highly organized and detail-oriented individual to put his/her/their skills to best use as part of a mission-driven team that activates the work of community foundations across the country. The Program Coordinator is responsible for supporting several CFLeads' projects and programs, so the participants have their best possible experience with our organization! The Program Coordinator will get to support work on our nation's most pressing topics like democracy, sustainable development goals, gun violence prevention and other important issues.

This role is part coordination, part logistician, and 100% dedicated to the mission of CFLeads.

Key Responsibilities

Program Support – 60%

- Assist in the development and distribution of program materials, including guides, toolkits, and agendas.
- Draft, format, and compile documents, including meeting materials, participation agreements, grant agreements, contracts, invoices, etc.
- Communicate with meeting participants regarding participation agreements, assignments, and logistics.
- Maintain program calendars and ensure timely reminders and follow-ups for ongoing projects.
- Manage printing, assembling, and shipping of documents.

Meeting Coordination – 30%

- Coordinate logistics and scheduling for internal and external meetings.
- Identify and secure meeting venues, caterers, and AV support for meetings across the U.S.
- Provide **on-site** logistics support and coordination.

Team Support - 10%

- Collaborate with program team and departments on task and information sharing and general support.
- Share feedback from participants and collaboratively work with the team to make improvements on program delivery and logistics.
- Research and provide background information on key issues, organizations and speakers, as needed.
- Other duties as assigned.

Preferred Experience and Skills

- Minimum of three years of professional experience.
- Strong commitment to the organization's mission and values.
- Proactiveness to understand the strategy and needs of the organization and an eagerness to contribute your skills in this role to help achieve them.
- Excellent project management skills and a positive attitude.
- Event planning/customer service experience.
- Excellent attention to detail and accuracy in preparing materials and communicating.
- Strong customer service skills with the ability to communicate effectively, warmly and appropriately.

- Demonstrated ability to meet deadlines, and handle and prioritize simultaneous requests.
- High level of proficiency in Microsoft Outlook, Word, Excel, PowerPoints, Teams, Zoom, and Salesforce and ability to quickly learn other applications and platforms necessary for this role.
- Strong interpersonal skills and ability to work across all levels of the organization remotely.
- Must be able to work both independently and as an integral member of various teams.
- Creative and analytical thinker with strong problem-solving skills.
- Interest in and enthusiasm for the nonprofit sector and administration/operations.
- Experience working for a community foundation or non-profit strongly desired.

Travel requirement: Ability to travel for work often, usually 1-2 times per month with an average length of stay of two nights per trip.

CFLeads is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. CFLeads is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact Meghan Cummings at mcummings@cfleads.org