

## CFLEADS

### POSITION DESCRIPTION

<b>Title:</b>	Civic Health Program Coordinator
<b>Reports to:</b>	Director of Civic Health
<b>Location:</b>	Remote/Flexible within the U.S., with a preference for Eastern and Central Time Zones and with up to 25% travel nationwide
<b>Salary:</b>	\$50,000 - \$60,000

*CFLeads does not hire above the posted range*

Full-time with competitive benefits including health, dental and vision insurance, 401k and PTO

#### **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:**

We envision a world in which community foundations are vital partners in building communities where all residents are prosperous, healthy, and secure.

#### **CFLeads mission:**

Our mission is to help community foundations build strong communities by advancing effective practices, sharing knowledge, and galvanizing action on critical issues of our time.

### **Job Summary**

This is an opportunity for a proactive, highly organized, and detail-oriented individual to put their skills to best use as part of a mission-driven team dedicated to activating the work of community foundations across the country. The Civic Health Program Coordinator is responsible for supporting CFLeads' Community Foundations for Civic Health, ensuring community foundation participants and grantees have the best possible experience with our organization. This includes providing logistical, coordination, and administrative support for the programs, projects, and people leading Community Foundations for Civic Health. This role is part coordination, part logistician, and part administrative.

Community Foundations for Civic Health is a new, national initiative of CFLeads, the Rhode Island Foundation, and the National Civic League that will work to enable all community foundations to confidently strengthen civic health, achieving local impacts at a national scale. The Initiative will help community foundations leverage community leadership to coordinate local efforts, build their own strategies for civic health improvement, access resources to carry out this important work, and learn from one another.

This position works closely with members of the CFCH Working Group, which is made up of staff from CFLeads, the National Civic League, and the Rhode Island Foundation. The position receives direction from the CFLeads Director of Civic Health and is grant-supported and term-limited to 5 years with the potential for extension if additional funding is secured.

## **Core Dimensions**

### **Program and Grant Support**

This team member will report to and support the Director of Civic Health, additionally supporting the Vice President for Strategic Partnerships and Innovation. Additionally, this position will coordinate with other partners, including the Rhode Island Foundation and the National Civic League.

- Reporting to the Director of Civic Health, assists in the development and distribution of program materials, grant materials, including guides, toolkits, and agendas for all civic health programs and events.
- Draft, format, and compile documents, including meeting materials, participation agreements, grant agreements, contracts, invoices, etc., coordinating with all members of the civic health team.
- Communicate with meeting/program participants regarding participation agreements, assignments, and logistics, and staff as relevant.
- Provide project support for civic health programs and grantmaking; maintain calendars and ensure timely reminders and follow-ups for ongoing projects; report to the Director of Civic Health and coordinate with other staff and the members of the larger CFCH working group, as appropriate.
- Manage printing, assembling, and shipping of documents and other materials.
- Draft slide decks, run of shows, agendas, and program materials.

### **Event and Meeting Coordination**

- Coordinate logistics and scheduling for internal and external meetings with funders, partners, and field leaders, reporting to the Director of Civic Health, and supporting the Vice President of Strategic Partnerships and Innovation, and other civic health-related scheduling as needed.
- Identify and secure meeting venues, research prospective locations and partners, coordinate with on-site contacts, and manage event logistics, including caterers and AV support for meetings across the U.S.; coordinate with internal staff as needed, including the Executive Assistant to the CEO.
- Provide on-site logistics support and coordination for all meetings and events.

### **Team Support**

This role will report to and support the Director of Civic Health, and will also support the Vice President of Strategic Partnerships and the Civic Health team.

- Collaborate with the Civic Health team and the CFLeads Program Team on tasks, information sharing, and general support.
- Partner with the civic health team and communications staff to coordinate outreach, marketing, and written materials.
- Share feedback from participants and collaboratively work with the team to make improvements on program delivery and logistics. Partner with technology and database staff to organize and track program engagement and data.
- Research and provide background information on key issues, organizations, and speakers, as needed.

- Draft correspondence, monitor inboxes, support expense tracking, and schedule meetings for the Director of Civic Health and the Vice President of Strategic Partnerships.
- Other duties as assigned.

## **Experience, Mindset, Skillset, and Key Core Competencies**

### **Experience and Qualifications**

- Bachelor's degree required. Experience may be substituted for a degree.
- Minimum of two years of professional experience.
- Event planning, customer service, and administrative experience required.
- Interest in and enthusiasm for the nonprofit and/or public sector, and administration/operations.
- Familiarity with software, including Microsoft Suite, [Monday.com](https://www.monday.com), Salesforce, Survey Monkey, Meni, Canva, Google Suite, etc. is strongly desired.
- Experience working for a non-profit desired.

### **Travel requirement**

- Ability to travel for work often, usually 1-2 times per month – up to 25% travel nationwide.

### **Mindset**

- Holds a deep commitment to a politically engaged, multi-racial, multi-faith democracy, with hands-on professional experience advancing this vision.
- Shows genuine respect for and sensitivity toward the diverse lived experiences and unique strengths that social change leaders and organizations from all backgrounds contribute.
- Strong commitment to CFLeads' mission and values.

### **Skillset**

- 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.
- 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, Canva, SurveyMonkey, GSuite, 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.

## Key Core Competencies

<b>Competency Title</b>	<b>Definition &amp; Key Behaviors</b>
<b>1) Interpersonal Skills / Teamwork</b>	<p>The ability to work well and cooperate with others. This includes:</p> <ul style="list-style-type: none"><li>• Developing and maintaining positive working relationships and interacting collaboratively with others, including those holding opposing views and goals</li><li>• Showing understanding, friendliness, tact, empathy, patience, compassion, mutual trust, and the highest level of respect for others</li><li>• Relating well to people from varied and diverse cultural, racial, ethnic, gender, age, educational, professional, etc. backgrounds</li></ul>
<b>2) Problem Solving / Decision Making</b>	<p>The ability to analyze and synthesize information and draw appropriate conclusions using best practices and other models of continuous improvement. This includes:</p> <ul style="list-style-type: none"><li>• Clearly defining issues despite incomplete or ambiguous information</li><li>• Generating useful and effective alternative solutions before making decisions</li><li>• Making decisions in a timely manner based on sound logic and rationale</li></ul>
<b>3) Work Orientation</b>	<p>The ability to make a meaningful contribution to work and ensure that activities and responsibilities are efficiently completed. This includes:</p> <ul style="list-style-type: none"><li>• Taking initiative to complete job assignments accurately and completely</li><li>• Being committed, reliable, trusted, and accountable for completing assignments</li><li>• Regularly and dependably following agreed upon work schedule</li></ul>
<b>4) Adaptability / Flexibility</b>	<p>The ability and willingness to change one's style or approach in response to differing circumstances or to work in ambiguous situations. This includes:</p> <ul style="list-style-type: none"><li>• Working effectively under stressful conditions</li><li>• Handling unexpected situations in a calm and professional manner</li><li>• Showing resilience under ambiguous, changing, or demanding circumstances</li><li>• Staying updated on new and innovative industry developments.</li></ul>
<b>5) Planning / Organizing</b>	<p>The ability to set priorities, plan and coordinate work activities, and obtain and manage resources so that work objectives are accomplished on time and within budget using best practices and other models of continuous improvement. This includes:</p> <ul style="list-style-type: none"><li>• Focusing time and energy on areas that have the highest priority.</li><li>• Completing assigned tasks within schedule constraints</li><li>• Setting priorities consistent with mission, vision, strategy, and goals</li></ul>

- 
- 6) Communication** *The ability to communicate clearly and politely in both oral and written formats with coworkers, community leaders, funders, vendors, and other stakeholders. This includes:*
- *Sharing information openly to optimize individual and organizational effectiveness*
  - *Targeting the amount, style, and content of information to an audience's needs*
  - *Actively listening to and understanding information and answering questions thoughtfully and completely*
  - *Composing legible, error-free emails, memoranda, procedures, policies, reports, etc. as required*

---

*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 Leah Hucks at [lhucks@cfleads.org](mailto:lhucks@cfleads.org).*

Please submit a resume and cover letter (attached and separate) describing your prior experience to Sarah Aguirre Origer, Vice President of Strategic Partnerships and Innovation at [careers@cfleads.org](mailto:careers@cfleads.org). Please title your email **Civic Health Program Coordinator - [Your Last Name]**. Submissions will be accepted until **Wednesday, June 24, 2026**.