

Foundation Program Coordinator

Basic Functions:

Responsible for coordinating, assisting in the development of, and implementing overall foundation programming and promotion and other duties as assigned by the Executive Director.

Essential Duties, Responsibilities and Authority:

Research Promotion/Coordination

- Assist Research Information Director with promotion of the Research for the Real World project.
- Manage grant application process, fund disbursement, and reporting/promotion of results from recipients.

Scholarship Program Promotion/Coordination

- Manage XYZ scholarship program; both member contributions and student recipient promotion.

Event Management

- Manage XYZ fundraisers and networking events: Garden Party, Golf Tournament, and Clay Pigeon Shootout. This includes budget development and oversight.

Coordinate Donor Tracking and Promotion

- Manage donor tracking and appreciation efforts including production of an annual recognition report.
- Manage communication, outreach to, and marketing of Research Partners Fund participants.

Careers Promotion

- Manage programs that promote to youth the value and environmental importance of green industry careers. This includes:
 - a. Developing relationships with schools, agencies and organizations connected to association education.
 - b. Developing and promoting member outreach tools.
 - c. Promotion of grade school and high school curriculum; and
 - d. Other identified programs that support local green industry career promotion and development.
- Manage updates to and promotion of XYZ website including state and national partnerships.

Committee & Liaison Responsibilities

- Staff liaison to other teams as assigned.
- Attend industry meetings as directed by the Executive Director, which may include: Foundation Board of Trustees, task team and committee meetings, as well as other local meetings.

Administrative Support

- Write clear, accurate, and professional correspondence; minutes; and reports.
- Communicate effectively and professionally with XYZ members and the general public.
- Work with the association's Communications Director to develop or edit articles for publications, social media, and other means to disseminate timely Foundation information to members.
- Manage and enhance online presence of the XYZ Foundation including use of social media and web-based software, i.e. broadcast email, website software, etc.
- Develop messaging, tactics, and coordinate logistics for promoting Foundation awareness to members and others.
- Prepare materials for Foundation Board of Trustee meetings in coordination with the Executive Director.
- Assist in the production of Foundation quarterly financial reporting.
- Work with the Executive Director in overall foundation planning and review.

Other

- Other activities as assigned by the Executive Director.

Job Requirements

Education, training, experience:

Background, Training and Requirements:

- College graduate or equivalent experience. Any combination of education, training and experience that provides the required knowledge and abilities. An example of this would be a 2 or 4-year college degree in non-profit management, business, or communications and/or professional experience in non-profit project coordination.
- Excellent leadership, organizational, problem-solving and coalition building skills.
- Must be detail oriented with strong administrative and organizational skills.
- Ability to handle/manage numerous concurrent projects/issues through time and project management.
- Outstanding written and oral interpersonal communication skills.
- Strong ability to work independently and self-motivate.
- Enjoy as part of a team while being extremely flexible.
- Ability to meet deadlines and prioritize.
- Must possess strong computer skills necessary for donor management tracking and completing website updates. Knowledge of Word, Excel and Outlook required.
- This position requires minimal travel to events throughout the Twin Cities metro area and occasionally outstate Minnesota.

Reporting/Relationships:

- Reports to the Executive Director.
- Work closely with Executive Director.
- Maintain a high level of contact with all association staff.