

Job Description

Program Coordinator

Position Summary:

The Program Coordinator is responsible for assisting the CEO in providing leadership, implementing the goals and objectives established by the Board of Directors, and overseeing the fulfillment of the organization's mission. The Program Coordinator will help coordinate the United Way campaign and will assist the CEO in fundraising, program coordination, and stakeholder relationships for the organization.

Reports To:

The Program Coordinator reports to the C.E.O of the Fort Dodge Community Foundation and United Way.

Work Schedule: Part-time, flexible hours - 20-25 hours per week

Position Responsibilities and Duties:

1. Fund Development (United Way)

- A. Working with the CEO, coordinate the planning and executing the annual United Way campaign.

2. Coordinating Programs

- A. Coordinate and provide leadership on United Way programs.
- B. Develop a thorough knowledge and understanding of community needs, issues and opportunities.
- C. Help build effective coalitions to address community challenges, issues and opportunities.
- D. Assist individuals, youth and families by connecting them to community resources that will help them become more stable financially, socially and health-wise.

3. Grants Management

- A. Help coordinate the United Way grant-making process in a manner that develops and sustains the confidence of donors and the community in the integrity of the grant-making process.

4. Scholarship Management

- A. Facilitate the scholarship application process.
- B. Work closely with schools and the Scholarship Committee and coordinate committee meetings

5. Wheels for Work

- A. Administer the Wheels for Work program working with clients, donors and Fort Dodge/Toyota

6. Bridging the Gap

- A. Facilitate furniture and bed distribution to eligible families

7. Communications

- A. Assist the CEO in writing articles regarding the organization's work and activities
- B. Update and maintain the organization's websites and social media

8. Community Relations

- A. Represent the Foundation in a positive and professional manner.
- B. Advance community awareness, understanding and education about the organization's mission
- C. Build positive relations with constituents and stakeholders of the organization.

Qualifications:

A minimum of a Bachelor's degree and two years of experience in a philanthropic, nonprofit or governmental organization or related field or comparable combination of education and experience in the business field is preferred. Must possess strong verbal and written communication skills and is comfortable with public speaking. Must have proven organizational skills and the capability to coordinate and direct programs and service activities; work well with community organizations; and communicate effectively with co-workers, volunteers, donors,

agencies and the general public. Must be a good team player, have strong interpersonal skills and the ability to work independently with a wide range of people.

Interested Candidates Can Apply by sending a letter/resume to:

Randy Kuhlman, C.E.O.

Fort Dodge Community Foundation and United Way

24 North 9th Street Suite B

Fort Dodge, Iowa 50501

or email Randy at: rk@fd-foundation.org

515.573.3171