

COMMUNITY FOUNDATION OF SARASOTA COUNTY

JOB PROFILE: Coordinator, Community Impact

Date: 3/4/2024

Reports to: Director, Community Impact

Status: Non-Exempt

Purpose:

Provides administrative support throughout the Community Impact (CI) department, including functional areas of grants, scholarships, nonprofit training and research, and special initiatives.

Responsibilities:

- Provide support in preparation of meetings, including booking location/rooms, scheduling and confirming online meetings, greeting guests, distributing agendas, preparing meeting room and other support as needed.
- Maintain calendar for CI leadership team members.
- Enter and track grant and scholarship information (including award recommendations and reports) in the Foundation's software tools.
- Process and mail checks.
- Provide administrative support for tasks relating to grant cycles, trainings, college fairs, information sessions and other events.
- Create and maintain current and archived files for grants and scholarships.
- Act as first point of contact for stakeholder questions, including nonprofits and students submitting online applications (assist with assigning login credentials, updating passwords, uploading documents, etc.)
- Prepare weekly payments and reports for leadership review prior to submission to Finance.
- Transfer grant, scholarship and sponsorship applications from submission platform to Excel in preparation for committee meetings.
- Review team email inbox(s) and identify/forward to appropriate team member to respond.
- Generate reports and mailing lists.
- Provide back-up phone support to CFSC receptionist, when needed.
- Provide administrative support to other areas within the Foundation, as needed.

Qualifications:

- High school diploma plus 2 years administrative and/or customer service experience.
- Well-developed verbal and written communication skills.
- Highly-developed skills in the areas of attention to detail, initiative, organization/time management and multi-tasking, considering the varied areas supported and time sensitive nature of work.
- Proficient with MS Word, Excel, PowerPoint and Outlook
- Experience with database and/or customer relationship management software helpful.
- Comfortable with technology and able to self-support for basic computer and network problems.