Together, we flourish.
Community Foundation
for the Fox Valley Region

Flourish with us!

We're hiring a Community Engagement Coordinator to join our team of dedicated professionals with a passion for philanthropy, advancing well-being for all and creating vibrant communities in the Fox Valley region of Wisconsin where together, everyone flourishes.

OUR MISSION

Strengthening our community for current and future generations by helping people make a difference in the lives of all.

We fulfill our mission by creating legacies of giving through the management of charitable funds created by generous individuals, families and organizations. These funds generate grant dollars that are awarded to nonprofit organizations addressing ever changing community needs, primarily in Calumet, Outagamie, Shawano, Waupaca and the Neenah/Menasha area of Winnebago counties and beyond.

The Community Foundation's history and growth reflects the caring, generous spirit of our region. Since our inception 35 years ago that started with $5,000 and the vision of our founder, Walter L. Rugland, grants to nonprofit organizations from the charitable funds with the Foundation now total $388 million. We've grown to become the second largest certified community foundation in Wisconsin and among the top 10% nationwide. *cffoxvalley.org*

OUR VALUES

Responsibilities and expectations of this and all positions with the Community Foundation align with these core values, which are woven into our new strategic vision, activities of our TLC (Teaming, Learning, Culture) Committee and everything we do in service of our mission:

- **Respect** – We treat each person and organization with dignity and esteem and as a partner in our shared goal to improve individual and community well-being.
- **Integrity** – We steward resources responsibly, making thoughtful and transparent decisions, and keep our promises and commitments.
- **Teamwork** – We engage in fulfilling our mission together in a culture of abundance where our skills, talents and other resources foster the outcomes none of us could produce alone.
- **Stewardship** – We show gratitude for the gifts and trust we are given, fulfilling our commitments with humble care and service.
- **Diversity, Equity, Inclusion and Antiracism** – We foster a culture where all are valued, feel they belong and can contribute to our mission. We invite diverse participation in our work, remove barriers to opportunity, and strive toward fair and inclusive access to resources and the opportunity for all of the Fox Valley region's people and communities to achieve their full potential.

KEY RESPONSIBILITIES

- 70% of the position encompasses grantmaking responsibilities, including assisting the community engagement team with the coordination and support of grantmaking related functions, interacting with multiple department teams.

- 30% of the position encompasses assisting marketing and communications team in developing and improving the Foundation's marketing strategy to increase brand awareness, maintain a consistent brand voice in support of the Foundation's mission.

We're open to considering these position options:
- one qualified person to fulfill all position requirements.
- a flexible working arrangement where two qualified people fulfill either the grantmaking or marketing and communications components of the position requirements.

REQUIREMENTS

- A minimum of three years of combined experience with project coordination, process improvement, communications and marketing or related areas.
- Proficient use of Office 365, including Word, Excel, Outlook, PowerPoint, and Teams, and virtual meeting platforms such as Zoom.
- Ability to manage multiple, and often changing, daily responsibilities and priorities in a fast-paced team environment.
- Proficient with coordination of projects and processes from inception to completion with a process improvement mindset.
- Understanding of database concepts, use and data maintenance.
- Experience with social media communications and marketing.
- Excellent organizational skills, effective time management, and attention to detail.
- Strong oral and written communication skills.

LOCATION, PAY RATE AND START DATE

Our team is currently working in a flexible, hybrid work approach at our newly expanded and renovated office at 4455 W. Lawrence St. Appleton, WI, and remotely during the Covid-19 pandemic.

We offer a competitive pay rate commensurate with experience, flexible work schedule and generous benefits including: paid time off and volunteer hours, multiple types of insurance, 401(k), Employee Assistance Program, professional development, YMCA membership contribution. A start date no later than early December is preferred.

HOW TO APPLY

Submit your resume and cover letter to careers@cffoxvalley.org. **Please use the following email subject line: Community Engagement Coordinator Position**.

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Job Description

POSITION TITLE: Community Engagement Coordinator
DEPARTMENT: Community Engagement
LOCATION: Community Foundation for the Fox Valley Region 4455 W. Lawrence St. Appleton, WI 54914
REPORTING TO: Vice President Community Engagement
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Non-Exempt, Full-time – 40 hours per week
SCHEDULE: Monday-Friday Hours flex between 7:00 a.m. – 4:30 p.m.
LAST UPDATED: October 4, 2021

POSITION SUMMARY
The **Community Engagement Coordinator** is part of the Foundation's dedicated team of professionals who work together under the core values of integrity, respect, teamwork, stewardship, and diversity, equity, inclusion, and antiracism (DEIAR) to support the strategic direction and mission of the Foundation, *strengthening our community for current and future generations by helping people make a difference in the lives of all.*

The **Community Engagement Coordinator** works independently and as part of a team to fulfill responsibilities primarily related to grantmaking, marketing, and communications functions within the Community Engagement team and Foundation.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Fundamental Responsibilities – Grantmaking (70%)
Assist the community engagement team with the coordination and support of grantmaking related functions, interacting with multiple department teams.

- Coordinate grant processes for assigned programs, including receiving and acknowledging applications, entering grant application proposals and decisions in a database, preparing grant letters, preparing grant reports, conducting due diligence; overseeing the request, receipt, and initial screening of grant progress and final reports.
- Gather, organize, and provide summaries of grant requests, updates and reports.
- Manage online web portal for grant-seeker registration requests.
- Prepare and execute surveys, conduct research and prepare related reports and visual presentations.
- Execute mail merges and generate a variety of mail and email distribution lists from the Foundation's databases.
- Enter and maintain accurate, current information in Foundation databases.
- Plan, arrange, schedule, and support a variety of virtual and in-person meetings. This includes drafting agendas, taking and preparing detailed minutes and notes, interacting with committee volunteers, preparing and editing correspondence, reports, memos, and visual presentations.
- Provide back-up assistance to receptionist to answer phone calls, assist visitors, open/close the office, and provide office coordination assistance as needed.

Fundamental Responsibilities – Marketing and Communications (30%)
Assist the marketing and communications team in developing and improving the Foundation's marketing strategy to increase brand awareness, maintain a consistent

brand voice in support of the Foundation's mission.

- Prepare e-newsletter and group email content, blog posts; make basic content updates in the Foundation's website.
- Assist with communications for internal audiences.
- Provide basic graphic design support.
- Assist with strategic organization of editorial calendars and marketing plans.
- Help maintain supplies and items for community events and sponsored activities.
- Prepare analytics reports for website, social media, podcast, e-newsletters/e-mail.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- A minimum of three years of combined experience with project coordination, process improvement, communications and marketing or related areas is required.
- Proficient use of Office 365, including Word, Excel, Outlook, PowerPoint, and Teams, and virtual meeting platforms such as Zoom.
- Proficient with project coordination.
- Understanding of database concepts, use, and data maintenance.
- Experience with social media communications and marketing, including the use of group email tools such as Mailchimp.
- Experience of analyzing data and planning and conducting surveys.
- Experience a plus with Wordpress and Canva.
- Preferred experience working with Raiser's Edge and/or Foundant.
- Preferred experience working in a hybrid virtual/in office work environment and knowledge.

KNOWLEDGE, SKILLS AND ABILITIES

- Manage multiple, and often changing, daily responsibilities and priorities in a fast-paced team environment.
- Effective time management to include establishing priorities and meeting deadlines.
- Be flexible, agile and adaptable with changing technology needs in a digital/virtual environment and in-person.
- Coordinate projects and processes from inception to completion with a process improvement mindset. Curious learner and strategic problem solver who takes initiative while working as part of a team and independently.
- Excellent organizational skills and attention to detail.
- Strong oral and written communication skills.
- Able to maintain a high level of confidentiality.
- Able to demonstrate teamwork, respect, integrity, stewardship, and DEIAR throughout work and interactions.
- Preferred knowledge of project management tools.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment.

- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time.
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.
- Travel occasionally to surrounding area businesses for events, meetings, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.