



## THE FOUNDATION

The Community Foundation of Elkhart County is dedicated to transforming Elkhart County by bringing stakeholders together to tackle issues of concern in the community. Since its founding in 1989, the Community Foundation has helped hundreds of people create personal, permanent, and powerful legacies by establishing custom and charitable funds. In its three decades, the Community Foundation awards more than \$30 million in grants and scholarships annually and is now the steward of over \$450 million in charitable assets. Aided by Community Foundation expertise, fundholders have fostered the arts, awarded scholarships, championed community vibrancy, helped children learn to read, and provided food and shelter for people experiencing homelessness. They have made Elkhart County a better place to live as community partners.

By connecting philanthropy with community needs and opportunities, the Community Foundation works to improve the quality of life in Elkhart County by inspiring generosity.

For more information on the Community Foundation of Elkhart County, please visit [www.inspiringgood.org](http://www.inspiringgood.org).

## POSITION DESCRIPTION: Operations Coordinator-Building Strong Brains Coalition

Building Strong Brains, Elkhart County's early childhood initiative, represents an unprecedented, coordinated, system approach to kindergarten readiness. It includes maternal and child health, community supports for children and families, and quality childcare and early learning environments.

The Operations Coordinator is responsible for partnering with coalition leadership to lead, support, and move forward the coalition's daily operations, data, and reporting work.

## DUTIES & RESPONSIBILITIES

### *Operations*

- Manage electronic document filing systems across multiple platforms.
- Schedule and manage team calendars.
- Record and prepare meeting agendas, minutes, and correspondence, as requested.
- Address coalition partners' immediate needs via email or phone.
- Assist with public engagement, events, and service projects, as requested.
- Communicate and coordinate administrative functions with appropriate internal teams on pertinent, initiative-related matters.
- Develop tracking systems and maintain and enter expense records.
- Work with the initiative team and internal teams to produce accurate financial and grant reports.
- Manage requirements for external grants, i.e., coordinate and organize letters of support, budgets, and other digital documents, and complete grant reporting in collaboration with Community Foundation departments and external partners, as requested.

*Grants Management*

- Support grant writing and coordinate collaborative grant applications.
- Work with grant partners to plan, coordinate, implement, and evaluate grant activities and strategies in collaboration with coalition leadership.
- Track internal and external grant implementation and metrics.
- Coordinate and complete grant reporting to funders in partnership with coalition leadership.
- In collaboration with coalition leadership, track and report funding and expenditures for subgrants, grant reports, and additional reporting requirements.

*Internal and External Communication, in partnership with Data and Communications support teams*

- Synthesize data analysis into clear, relevant, and visually appealing materials using relevant software and technology to support coalition teams in making informed and strategic decisions.
- Develop data presentations that are easily understood by external stakeholders.
- Identify and prepare data content for internal and external seminars, forums, meetings, presentations, and public dissemination.
- Interact with key partners and stakeholders to plan, coordinate, and provide progress reports for grants, projects, and coalition efforts.
- Manage the creation of annual summary reports and interim strategic progress reports for the coalition in partnership with coalition leadership and partners.

<b>POSITION REQUIREMENTS</b>
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*Education & Experience*

- A bachelor's degree in a relevant field is preferred.
- 3 years' work experience in operations is required.
- Experience with grant writing and reporting is required.
- Experience with complex project management and supporting multiple stakeholder needs is required.

*Required Knowledge, Skills and Abilities*

- Experience and proficiency with technology, with an ability to learn a range of systems, including Google, Microsoft Suite, and other tools
- Project management skills, including organization, report management, and collaborative work with cross-sector community partners
- Experience with grant writing and reporting
- Ability to clearly communicate technical information to a wide variety of audiences, strong written and oral communication skills
- Results-based skill at facilitating, leading, and participating in teams, and the ability to manage multiple and complex objectives and tasks concurrently
- Strong problem-solving and critical-thinking skills
- Experience with or a strong willingness to learn about systems work



This list of essential responsibilities and requirements is not intended to be exhaustive. The Community Foundation of Elkhart County reserves the right to revise this job description as needed to comply with actual job requirements.

OTHER DETAILS
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- **Classification: Full-Time, Non-Exempt**
- **Reports to: Director of Building Strong Brains**
- **Compensation commensurate with experience and qualifications**
- **Transportation required: mileage is reimbursed to and from events and errands**
- **Please submit your resume and cover letter to [Info@InspiringGood.org](mailto:Info@InspiringGood.org)**