



## **Position: Community Impact Coordinator**

**Status:** Non-Exempt

**Reports to:** Chief Executive Officer

### **Summary of Primary Duties:**

Under the direction of the Chief Executive Officer, the Community Impact Coordinator's primary responsibilities are 1) to play a critical role both internally and externally in regard to community leadership work and 2) represent the Foundation as a trusted partner in giving and philanthropy.

### **Essential Functions:**

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

- Serve as a public face and assist as spokesperson for Foundation, representing the organization with credibility and enthusiasm, leveraging its strong brand, and clearly communicating its vision and value proposition
- Assist with the development, management, planning, and administration of the Foundation's main leadership initiatives: North State Giving Tuesday, On The Table, Relief Funds as they occur, The Women's Fund program and other special projects/initiates as defined by the CEO
- Assist with the Foundations efforts to innovate giving, including strategies for engagement of new donor categories
- Communicate frequently with diverse community stakeholders (nonprofits, for-profit and public sector leaders, other institutional and individual philanthropists, and public officials) to advance initiatives, partnerships and increase development opportunities, especially in Tehama County
- Actively seek speaking engagements and community engagement around leadership, generosity, community collaboration, and philanthropy
- Create a world class experience for Community Foundation donors and the professional advisor community
- Assist with donor identification, cultivation, and solicitation
- Develop deep, trusting and sustained relationships with current and prospective donors, their families and professional advisors

### **Competencies:**

- Relationship-driven individual who easily establishes rapport and trust with diverse audiences and who has a reputation for leading through influence tempered by humility
- Possess exceptional written/verbal communication and interpersonal skills
- Easily connect with a group of grassroots community partners as well as a group of prospective funders and civic leaders
- Strong team player known for collegiality and predisposition to work collaboratively
- Strong experience in building relationships around shared goals and have deftly maneuvered across sectors, divergent priorities and stakeholder groups in pursuit of a community-driven agenda

### **Supervisory Responsibility:**

This position has no supervisory responsibilities.

### **Position Type/Expected Hours of Work:**

This is a full-time position. Hours of work and days are Monday through Friday, 8 a.m. to 5 p.m. Weekend and/or overtime hours may occasionally be expected.



**Travel:**

Local travel is expected for this position in addition to reliable transportation, minimal overnight travel may be required. Valid driver's license, proof of auto insurance coverage and willingness to complete and sign the CA DMV Pull Notice Program Waiver (INF-1101) for authorization for release of driver record information is required.

**Preferred Education and Experience:**

1. Bachelor's degree or equivalent
2. While knowledge of community needs in the North State is preferred, an understanding of how the public, private and nonprofit sectors work together are a considerable asset
3. Proficient in current Microsoft Office Suite, Google Docs and Forms, internet savvy

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position also operates outside occasionally.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift office products and supplies, up to 20 pounds, open filing cabinets and bend or stand, as necessary. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**EEO Statement:**

Community Foundation of the North State is an Equal Opportunity Employer.

**Other duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.