

Wyoming Community Foundation Job Description

JOB TITLE: Program Coordinator

REPORTS TO: Director of Programs

INCUMBENT:

POS. STATUS: Non - Exempt

POSITION SUMMARY: The Program Coordinator works closely with the programs team to carry out annual scholarship and grantmaking goals. The position has administrative responsibility over the Foundation's scholarship processes, including promoting scholarship applications and deadlines, committee engagement, award and decline notification, and processing payments. Additionally, the Program Coordinator provides general grants administration throughout the year, including working with priority fund boards, local advisory boards, and other advisors.

WYCF is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and how we do business and is an important principle of sound business management.

Position Functions & Responsibilities

A. 60% - Scholarship Administration

- Develops mastery of the scholarship software system and scholarship materials, including an understanding of eligibility criteria and the various funding mechanisms
- Manages incoming applications, prepares scholarship packets for selection committees, and generates the annual schedule of scholarship committee appointments by the Board of Directors
- Acts as liaison between schools, students, and the public to provide information and resources regarding scholarship activities and opportunities available at the Foundation
- Sends out renewal notices, awards, and decline notifications and prepares the payment schedule
- Assists communication team with scholarship media releases and works with schools to increase applicants as needed
- Manages the scholarship process with oversight from the Director of Programs
- Provides stewardship to scholarship fund holders and committees to maintain engagement

B. 35% - General Grants Support

- Understands community foundation grantmaking processes, the grant software system, and grantee eligibility criteria
- Provides outreach to grantees and technical support to applicants when needed
- Reviews and assesses final reports as needed
- Stays current on grantmaking best practices and opportunities for partnerships
- Serves as liaison with various committees and local boards as needed
- Evaluates proposals and provides staff support to local boards and committees in grant discussions

C. 5% - Other

- Performs other tasks as assigned by supervisor or President

Experience & Qualifications

- Bachelor's degree preferred; or significant work experience in nonprofit, community development, program administration or related field(s)
- Skilled in managing multiple projects and meeting deadlines
- Strong computer skills in basic software, web-based platforms
- Interest in community and philanthropy
- Ability to develop strong relationships and partnerships with individuals from diverse and marginalized backgrounds
- Demonstrated skill in managing complaints and overcoming objections
- Ability to work as a team or independently to achieve outcomes

Personal Attributes & Physical Demands

- Must have strong organizational skills
- Must have excellent oral and written communication skills in English
- Must have a high degree of self-awareness and emotional intelligence
- Maintains confidentiality of sensitive information regarding any WYCF records and data
- Some lifting of boxes necessary – up to 30 lbs.
- Frequent extended hours in front of a computer screen (provided by WYCF)
- Daily communication via phone and email utilizing WYCF office technology
- Regular attendance is an essential job function. The position will typically work 40 hours per week, Monday – Friday.
- May be required to work occasional overtime hours as needed to meet deadlines
- Must be able to perform the essential duties and responsibilities requiring a high level of mental effort and strain
- Adheres to all company policies and procedures and maintains a safe work environment
- Occasional in-state travel required, must have a valid driver's license.

I understand I am responsible for notifying my employer if any reasonable accommodations are required to perform my job duties as outlined.

Name _____ Date _____

This position description covers the primary purpose and essential functions of the position. It is not intended to give all the details or a step-by-step account of how each task is to be performed. Employees may receive other job-related instructions and be required to perform additional job-related functions requested by management. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.

Approved: _____ Date: _____