

<b>Job title</b> Program Coordinator	<b>Department</b> Community Impact
<b>Reports to</b> Sr. Manager, Community Impact	<b>Supervises</b> N/A
<b>FLSA status</b> Non-exempt	<b>Hours</b> Full time

**Date**  
August 2024

Austin Community Foundation mobilizes ideas and resources to strengthen Central Texas. We envision a vibrant and equitable community where everyone can contribute and find opportunity. ACF is committed to closing the opportunity gap in Central Texas through targeted investments in housing affordability and economic mobility.

As a trusted local partner, ACF stewards approximately \$540 million in assets in more than 1,300 charitable funds. Since its creation in 1977, the Foundation has granted more than \$570 million to nonprofits across Central Texas and beyond.

#### **Job summary**

At Austin Community Foundation, Community Impact is the “why” behind everything we do. The Community Impact team executes ACF’s key strategies to help close the opportunity gap in Central Texas by addressing housing affordability and advancing the economic mobility of all who call this region home. The primary responsibilities for the Program Coordinator include coordinating programmatic events for the Foundation’s strategic programs, the Hispanic Impact Fund and Women’s Fund, supporting committee activities, and data management.

**Essential duties and responsibilities include the following.**

#### **Program Administration**

Support all areas of the Community Impact team’s programmatic functions:

- Implement the strategic annual calendar of community-facing events.
  - Seek out opportunities – in collaboration with the Senior Manager of Community Impact and Hispanic Impact Fund and Women’s Fund volunteer leaders – to improve and execute existing events and programming. Focus on the current issues and efforts to support the economic mobility and advancement of Central Texans through research on relevant topics and recommendations for community collaborations.
  - Lead coordination of programmatic events and meetings, including pre- and post-event activities such as coordinating with vendors, speakers, and venues, documentation, gathering participant feedback and communication with stakeholders.
  - Assist in the tracking and reporting of both quantitative and qualitative outputs and outcomes of events for the Hispanic Impact Fund and Women’s Fund, including implementation of evaluation of programming events through surveys and direct feedback.

- Synthesize data into meaningful summaries that can be used to communicate our work's impact with stakeholders and help iterate on our practices.
  - Respond to programming prospects' inquiries in a timely manner, tracking interactions and adding to proper communication channels.
  - Work with the Communications team to publicly share information about programming events and engagement opportunities and keep the information up to date on the ACF website.
- Implement meetings, events and functions to bring together Foundation staff and program fund leadership.
  - Project manage Community Impact team's programming events and meetings including scheduling, coordinating meals, and overseeing pre-event preparation and post-event wrap-up activities.

### **Community Impact Department Support**

- Assist the Community Impact Coordinator with the annual grant cycle for ACF's signature programs including committee recruitment activities, logistics of committee meetings, and annual grants celebration.
- Support the completion of grant reports and funder updates by providing programming and participant data as needed.
- Track and maintain team administrative reports including key performance indicators (KPIs) and annual budgets. Report on the data on a quarterly basis, updating the team and providing recommendations and opportunities for improvement when applicable.
- Enter and manage timely and accurate program data in the Foundation's system of record, Community Suite (CSuite).
- Assist with execution of annual stewardship and fundraising efforts for program constituents.
- Co-manage the team's shared email inbox, [impact@austincf.org](mailto:impact@austincf.org), replying to and delegating messages as needed.

Other duties as assigned.

This job description is intended to be general, is expected to evolve over time, and will be reviewed periodically and updated as needed.

### **Job requirements and qualifications**

#### **Experience**

- Experience leading event planning and management of varying scales and for a variety of stakeholders required.
- 2-3 years of experience in a professional setting required.
- Experience with, or exposure to, leading volunteer groups or committees a plus.
- Experience using a nonprofit database, especially a CRM tool or tracking moves management a plus.
- Knowledge of Microsoft Office/365 required.

#### **Training requirements (licenses, programs or certificates)**

None required.

### **Other knowledge, skills and abilities**

- Strong written communication skills; ability to write clearly with proper grammar, spelling, and punctuation.
- Manage tight event deadlines while forecasting and planning for up to 6-12 months in advance.
- Be detail-oriented and produce accurate work product.
- Be able to meet assigned deadlines and manage multiple priorities.
- Be proactive and enthusiastic.
- Political astuteness and a proven ability to operate in a confidential way dealing with highly sensitive organizational, personal, financial, and legal information.
- Demonstrate strong communication skills, professionalism, and maturity in a variety of settings to effectively liaise with a wide range of stakeholder types including donors, volunteers, vendors, and event attendees.
- Flexibility to work during regular business hours and on evenings and other times as required by meeting and activity schedule.
- Authentic participation in diversity, equity and inclusion education and training; commitment to diversity, equity and inclusion and to the organization's ongoing work to eliminate the opportunity gap in Central Texas.
- Ability to speak, read and write fluently in Spanish a plus.

### **Work environment and other information**

Austin Community Foundation offers a hybrid work environment. As a place-based organization, we expect our employees to reside locally and be available for in-office meetings and tasks. Employees work with their supervisors to draft their hybrid work plan.

- Work in clean, pleasant, comfortable office setting.
- Minimal travel required.
- Attendance required at occasional after-hours or evening events.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Salary:** \$60,000 per year

### **Workplace benefits:**

Collaborative team environment

Opportunity to make Central Texas a better place for everyone

Paid time off

ACF covers 100% of employee health, dental and vision plans, basic life and AD&D insurance, and short/long term disability insurance

401(K) with employer match

Basic life insurance and AD&D

To apply for this position, please submit your resume and cover letter to Kim McCrary at [apply@austincf.org](mailto:apply@austincf.org). No phone calls, please. Position will remain open until filled.

*Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.*