

Position Title: Administrative & Communications Coordinator
Department / Location: Remote (Des Moines, IA office optional)
Reports To: President



Position Summary: This part-time, hourly position is the sole administrative and communications support for the Iowa Council of Foundations (ICoF). Due to COVID-19, this position will be entirely remote through the end of 2020. Leadership will make a decision about future in-person events at that time. If located in Des Moines, IA, an office space is available. Relocation will not be required for this position. [Learn more about ICoF here.](#)

Major Position Responsibilities:

1. Administration

- Staff ICoF Board of Directors meetings and take meeting minutes.
- Provide support as needed to Board members or contractors as directed by the President.
- Organize and maintain informational and historical files following the Document Retention Policy.

2. Communications

- Assist in creating monthly e-newsletters using Mail Chimp.
- Maintain and monitor ICoF Facebook and Twitter accounts.
- Upload content and maintain users on a regular basis on the ICoF website.
- Respond to member and general inquiries in a timely manner.

3. Membership Education

- Support all ICoF events including Connect Community Foundations Conference, quarterly membership meetings, webinars, peer-learning calls, committee meetings, board and affinity group meetings.
- Coordinate logistics for programs and events including nametags, registrations, catering, etc.
- Coordinate logistics for virtual programs including Zoom responsibilities: monitoring chat box, managing waiting room, managing polls, recording and archiving on YouTube page and website.
- Assist with member communications, including proofreading e-newsletters, e-communications, etc.
- Curate online news content for ICoF website and e-communications.

4. Membership Recruitment and Retention

- Ensure prompt response and follow-up on member requests.
- Assist in preparation and coordination of the tracking of annual membership renewals.
- Input member information into Salesforce online database.

5. Financial, Information and Data Management

- Prepare invoices at the request of the President.
- Maintain programmatic budgets for conferences, meetings and events.
- Assist in the development of the County Endowment Fund Program annual publication (fall).
- Collect surveys using Survey Monkey and registration information using the ICoF website.

6. Perform other duties as assigned to fulfill the mission of the ICoF.

Additional Opportunities

Depending on the qualifications and experience of the candidate, the position could also include:

- Informing the ICoF's strategic priority to advance racial equity, both internally and externally through programming and support of our member organizations.
- Developing member program content and/or facilitating meetings and sessions.
- Participating in grant writing and grant review processes.

Physical Requirements: There may be lifting and movement of materials.

Professional Development Opportunities:

There will be several professional development opportunities available. Participation is based off of individual experience and/or interest and can include:

- Participating in various learning networks through [United Philanthropy Forum](#);
- Participating in [The Funders Network's Philanthropic Preparedness, Resiliency and Emergency Partnership \(PPREP\) Cohort](#);
- Supporting the [Iowa Campaign for Grade-Level Reading \(GLR Campaign\)](#) to local communities.

Working Environment:

The Administrative and Communications Coordinator will work independently the majority of the time. Valid driver's license and personal transportation are required. Due to COVID-19, applicants should have the capacity to work from home. ICoF will provide a laptop computer and any other needed equipment/supplies.

Required Competencies:

- Commitment to the ICoF's mission *to strengthen and grow philanthropy in Iowa*.
- Advance ICoF's mission by providing service to members and leadership in philanthropy.
- Demonstrate willingness to advance ICoF's goals & outcomes as instructed by the President.
- Perform assigned responsibilities and contribute to a collaborative work environment.
- Demonstrate compliance with all operating policies and procedures of the ICoF.
- Professional demeanor; ability to manage confidential information.

Interpersonal Skill Requirements:

- Ability to effectively manage and balance unpredictable and varied demands.
- Extremely strong organizational and logistical skills.
- Personal initiative and commitment to a high level of member service within a small organization.
- Ability to work independently as well as collaboratively with ICoF staff and other key stakeholders.
- Demonstrate self-confidence and enthusiastic performance of responsibilities.
- Ability to maintain a collegial working relationship; approachable disposition.

Desired Skills/Attributes:

- College degree preferred, or applicant working toward a college degree. Minimum of 1-3 years professional experience, including volunteer experience, involving one or more of: program/conference/event planning, membership services, or administration.
- Experience in philanthropy or nonprofit field preferred.
- Familiarity with and experience in online social networking applications.
- Proficiency in Microsoft Office (MS Word, PowerPoint, Excel, SharePoint).
- Experience with Zoom, Salesforce, Mail Chimp and web maintenance preferred, but not required.

Compensation: The hours and compensation for this position will be dependent upon the candidate's qualifications. Up to 20 hours per week. Hourly pay range: \$18-\$20 per hour. Some in-state travel required.

To Apply: Email your cover letter and resume to ICoF President Kari McCann Boutell at kmccann@iowacounciloffoundations.org as soon as possible and by 5 pm on August 31. Interviews will be in early September with an anticipated start date of mid-September.

Equal Employment Opportunity Policy Statement

The ICoF provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, gender identity (including gender expression), age, national origin, ancestry, sex, age, marital status, veteran or other protected status, pregnancy, medical condition or handicap, actual or perceived sexual orientation, physical or mental disability, genetic information or any other protected group under applicable state or federal law. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.