

Position Title: Community Foundation Services Coordinator
Type: Independent Contractor
Department/Location: Remote (Des Moines, IA office optional)
Reports To: Iowa Council of Foundations President



Position Summary: The Community Foundation Services Coordinator will work to identify, develop, and implement programs and services to qualified community foundations and their affiliates throughout the state. This position reports directly to the ICoF President. This position is based remotely. If located in Des Moines, IA, an office space is available. Relocation will not be required for this position. [Learn more about the ICoF here.](#)

About the Iowa Council of Foundations and the Iowa Community Foundations Initiative: The Iowa Council of Foundations is a statewide membership association for charitable foundations located in and/or giving in the state of Iowa. The Iowa Community Foundations Initiative has become a core program area for the Iowa Council of Foundations in its role as the state's Lead Philanthropic Entity (LPE) — a designation the organization has held since 2004. This work is supported by the ICoF staff, the Community Foundations Services Coordinator and the ICoF Board of Directors. This contractor will solely support the Iowa Community Foundations Initiative, not the operations of the ICoF. [Learn more about the Iowa Community Foundations Initiative here.](#)

Primary Responsibilities:

Community Foundation programs and services:

- Coordinate and execute annual programs and services for community foundation staff, volunteers, and board members. This includes an annual statewide conference, CEO and Affiliate Liaison Network meetings, periodic trainings, and other designated meetings and webinars/calls.
- Serve as liaison to community foundation staff and volunteers. Assist the ICoF President in providing specialized information about community foundations, as well as responding to member information requests, as needed.
- Serve as grants coordinator for three grantmaking programs through the Iowa Community Foundations Initiative: Capacity Building Grants, Idea Implementation Grants and Affiliate Training Grants.
- Keep up-to-date on local, state and national community foundation policies, procedures and practices.
- Assist the President and other designated members in identifying and developing strategies/tactics to meet current and emerging needs of Iowa's community foundations.
- Coordinate all community foundation network communications, including monthly e-newsletters.
- Oversee the data collection, compilation and editing of the County Endowment Fund Program annual report.
- Serve as an ICoF representative at community foundation and/or affiliate events to build relationships and identify best practices.
- Assist in the development of resources and tools for the benefit of Iowa community foundations and their affiliates (e.g., Fact Sheets, Toolkits, etc.).
- Other related duties as assigned.

Compensation

The hourly rate of pay for this contract will be in the range of \$20 - \$30 per hour, commensurate with experience. The contract will be for up to 20 hours per week (no overtime). A monthly cell phone stipend will be provided.

Travel expenses: The ICoF will reimburse for mileage and associated travel costs incurred in conjunction with business meetings.

Physical Requirements:

There may be lifting and movement of materials (included but not limited to office supplies, publications, etc.).

Working Environment:

This role will require self-motivation. The contractor will work independently the majority of the time. Work is typically performed in an inside/sheltered environment. Valid driver's license and personal transportation are required. The contractor should have the capacity to work from home. ICoF will provide a laptop computer and can purchase a printer, if needed. The ICoF will provide access to necessary file-sharing software and online systems to properly complete work responsibly. The ICoF will also provide a business email address.

Required Competencies:

- Commitment to the Iowa Community Foundations Initiative's goals.
- Ability to perform assigned responsibilities and contribute to a collaborative work environment in a manner consistent with the ICoF's core values.
- 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 Iowa community foundations.
- Demonstrate self-confidence and enthusiastic performance of responsibilities.
- Ability to maintain a collegial working relationship with the colleagues and network members; approachable disposition.

Desired Skills/Attributes:

- Minimum of 1-3 years professional experience, including volunteer experience, which includes one or more of the following: program/conference/event planning, program design, membership services, facilitation, editing, writing and/or administrative support.
- Experience in community-based philanthropy, fundraising/donor development, and/or the nonprofit field preferred.
- Proficiency in Microsoft Office (MS Word, PowerPoint, Excel, SharePoint).
- Experience with Zoom, Mail Chimp and web maintenance preferred, but not required.

Consultant as Contractor

This is an independent contractor role. The contractor will be responsible for all legal and financial obligations associated with this status.

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 September 24*. Interviews will begin in late September with an anticipated start date in October 2021.

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.