



Community Services Coordinator

Consulting Contract

- 12-month contract. Estimated 20-30 hours a week.
- \$35-\$40/hour
- Reports to Board Chair

Summary of Work

The Community Services Coordinator is responsible for ensuring that the communities served by The Almanor Foundation (TAF) have a primary contact within the organization to help with inquiries and requests and to assist in connecting them to the most suited party within TAF when appropriate. This position will assist in the onboarding and management of Fiscal Sponsorships, funds and fund advisors, grant programs, and fundraising efforts in coordination with the Foundation Board. The position is responsible for contact with fund advisors and project committees to clarify information or request changes on behalf of TAF.

Essential Functions

- Be the primary point of contact for Fiscal Sponsorship fund advisors, including being available during office hours via email, phone, and in-person meetings as needed.
- Work with fund advisors, operations, and finance throughout the entire process of inquiring about, opening, managing, and closing funds of various types at TAF.
- Coordinate with operations, finance, marketing & communications, and other teams as needed to meet fund advisor requests, promote funds, and manage issues related to Fiscally Sponsored funds and their relationship with TAF.
- Oversee the maintenance of funds, fund reporting, and fund mission focus.
- Contribute to work related to grant programs as needed.

Contractor Specifications

- Bachelor's degree or equivalent experience in business administration, community development or nonprofit administration, or a combination of education and experience. Additionally, courses or experience in project management, nonprofit management, or organizational leadership could be valuable to understand the dynamics of managing client relationships and overseeing fiscal sponsorships effectively.
- Oral and written communication ability and discretion sufficient to regularly interact with and independently serve or advise fiscal agents and the public in organizational business.
- Writing ability sufficient to regularly draft clear and concise communications and contract amendments related to organizational business.
- Sufficient familiarity with technical equipment and software to complete tasks in both in-person and remote working environments

- Ability to learn technical procedures and processes from written material.
- Ability to work in a flexible environment.

Email cover letter and resume to admin@almanorfoundation.org