

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 respond to inquiries and requests regarding TAF's Fiscal Sponsorship Services and Scholarship Services. In this capacity the position will assist in reviewing applications, onboarding, and management of Funds or Fiscal Sponsorships, fund advisors, and grant programs, in coordination with the Foundation Board. The position will also work closely with the Fund Development Committee on the execution of TAF's Fund Development strategies.

Essential Functions

- Be the primary point of contact for 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, and manage issues related to client funds and their relationship with TAF.
- Oversee the maintenance of funds, fund reporting, and fund mission focus.
- Work with the Fund Development and Marketing Committee in the execution TAF's Fund Development Strategy, particularly in the development and promotion of Donor Development, and Donor Retention.
- 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 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.