

Coordinator Position
Pickaway County Community Foundation
Position Description

General Responsibilities: Works closely with Executive Director, Board of Directors, Board Staff, volunteers, Pickaway Competitive Network (PCN) Advisory Committees, Youth Advisory Council Coordinators (YAC) and various community organizations to provide information, distribute information, initiate acknowledgement letters, assist in preparing for meetings and events, maintain office records, equipment, and materials. Process various financial transactions and provide budgetary reports for the board, committees, PCN, YAC and the Executive Director as needed.

Hours: 40 hours per week

A. Primary Financial Responsibilities

- Process all bills for payment; preparing checks and determining appropriate category and budgeted funds. Balance checkbook on a monthly basis.
- Process donations. Deposit funds to bank, post to accounts, and maintain ledger showing deposits, revenue, and expenditures.
- Work with the Columbus Foundation in processing donations and reconciling fund statements
- Work with annual auditors, preparing information, records, and financial data as needed or requested.
- Issue W-9s for all vendors and process 1099 when required
- Provide a financial record accounting and monthly report for the board as requested or needed
- Work with the Board Treasurer and other executive officers to prepare an annual budget for approval
- Prepare and ensure the timeliness of letters of acknowledgement and gratitude for all donors
- Prepare and send invoices for groups or individuals who have utilized PCCF offices for an event or organizational meeting
- Provide Executive Director with monthly financial reports for oversight of PCCF

B. Primary Administrative Responsibilities

- Distribute and process mail and deliver mail to the post office
- Answer telephone, monitor and respond to voice mails, answer emails for general information from donors, volunteers, and community organizations
- Schedule facility use and develop an annual calendar for PCCF events, activities and meetings
- Maintain updated donor records, including email, business, and family addresses and telephone contact numbers via Customer Relationship Database
- Greet visitors, process outgoing mail, send routine responses to inquiries as necessary
- Work with and orient organizations and individuals on use of facility as needed
- Provide staff support in organizing, arranging, marketing and conducting special events, creating invitations, and securing locations and caterers
- Order and store all office supplies and equipment

- Ensure that records are maintained for budgets, board actions, policies, procedures and record retention as required
- Assist in obtaining and creating publications, materials and information for use by the Board or Executive Director
- Maintain the yourpccf.org website and other social media platforms
- Other duties as assigned

C. PCN Leadership Responsibilities

- Create and maintain training documents for the Leadership Fellows Program
- Coordinate hotels, transportation, meeting locations, speakers and other logistics for each Fellows session, as required
- Attend and facilitate portions of the Leadership Fellows sessions, as requested by the Advisory Committee
- Maintain a database of up to date contact information for Fellow participants
- Enhance and maintain the PCN Leadership portion of the PCCF website
- Maintain and update other forms of social media for PCN Leadership events and news
- Work with the PCN Leadership Advisory Committee Chair to create a budget annually for presentation to the PCN Advisory Committee
- Work with the PCN Advisory Committee to coordinate the details for the Roast such as securing venue, creating and mailing invitations, securing caterer and other needs for the event

D. Youth Advisory Coordinator

- Work with the schools to identify students who would be good fit for the YAC program
- Schedule meetings for the YAC and communicate the meetings with the co-advisors and youth to ensure the best rate of attendance
- Utilize training from Teen Philanthropy Café pamphlets to educate YAC on the purpose of the YAC program
- Attend the annual leadership training for YAC sponsored by the Council of Michigan
- Work with the Executive Director of PCCF to coordinate philanthropic events that the YAC may participate in to enhance the mission of YAC as well as PCCF
- Maintain expenditures and budget information. Prepare annual budget for YAC program

E. Qualifications and Characteristics:

The PCCF Coordinator should possess the following:

- Ability to work with and maintain confidential information
- Knowledge of and strong commitment to the philanthropic sector and to the betterment of the Pickaway County
- Excellent communication skills – both written and oral
- Excellent people skills, including the ability to work effectively and respectfully with the Board, staff, youth, donors, community leaders, representatives of nonprofit organizations and professional colleagues

- Personal traits of maturity, integrity, flexibility, acceptance of responsibility and good time management
- Computer skills and competency in Windows, Word, Internet research, e-mail and spreadsheets
- Must be able to adjust schedule to attend events and travel as necessary to perform duties
- Minimum of 3 years of experience in an office setting
- Experience in training preferred
- Some evenings and weekends may be required

F. Compensation:

Salary will be commensurate with qualifications and experience