## Job title
Community Impact Coordinator

## Department
Community Impact

## Reports to
Director of Community Impact

## Supervises
N/A

## FLSA status
Non-exempt

## Hours
Full time

## Date
June 2023

Austin Community Foundation mobilizes ideas and resources to strengthen Central Texas. We envision a vibrant and equitable community where everyone can contribute and find opportunity. ACF is committed to closing the opportunity gap in Central Texas through targeted investments in housing affordability and economic mobility.

As a trusted local partner, ACF stewards approximately $445 million in assets in more than 1,300 charitable funds. Since its creation in 1977, the Foundation has granted more than $515 million to nonprofits across Central Texas and beyond.

Austin Community Foundation offers a hybrid work environment. As a place-based organization, we expect our employees to reside locally and be available for in-office meetings and tasks. Employees work with their supervisors to draft their hybrid work plan.

### Job summary

At Austin Community Foundation, Community Impact is the “why” behind everything we do. The Community Impact team executes ACF’s key strategies to help close the opportunity gap in Central Texas by addressing housing affordability and advancing the economic mobility of all who call this region home. The Community Impact Coordinator provides support for all programmatic elements of the Foundation. Primary responsibilities include coordinating grant making, writing, and reporting for the growing Community Impact Team as well as providing support with fundraising, events, and data management.

### Essential duties and responsibilities include the following.

#### Grants Administration
Support all areas of the Community Impact team’s grant making and grant writing functions:

- Coordinate the annual grants cycle for ACF’s signature programs including The Black Fund, Hispanic Impact Fund, Women’s Fund, and any other programs to be developed.
  - Serve as the point of contact for prospective applicants and Community Impact program grantees. Work with the Communications Team to publically share requests for proposals (RFPs), host applicant information sessions, and keep grants cycle information up to date on the ACF website.
Collaborate with the Senior Grants Manager on grants cycles, updating applications in Grant Lifecycle Manager (GLM), troubleshooting issues with applicants, and sharing award letters and declination notifications.

Lead post-grants cycle activities, collecting grant agreements, gathering applicant feedback, and coordinating the grant payment process in partnership with peers on the Finance team.

Act as liaison for the recruitment of, and follow-through with, grant reviewers. Help lead the development of outreach materials and promote the opportunity to target audiences. Communicate directly with community reviewers throughout the grants cycle and follow-up with stipend payments and post-review surveys upon completion of their duties.

Coordinate the involvement of grants committee members. Create outreach materials and sign-up forms to recruit participants. Communicate regularly with reviewers throughout the process, schedule meetings, order meals, troubleshoot issues, and draft meeting slides or packets that facilitate the decision making process.

- Ensure the timely completion of grant applications and reports on behalf of team initiatives by keeping track of deadlines, outlining submission requirements, maintaining login information for funder portals, and coordinating the workflow of completing these tasks within the team.
- Seek out opportunities to continue enhancing and improving upon existing equitable grant making processes by doing research on best practices used by other funders and making recommendations for updates.

**Community Impact Department Support**

- Assist in the tracking and reporting of both quantitative and qualitative outputs and outcomes of the Foundation’s signature programs, including downloading grantee reports and synthesizing them into meaningful summaries that can be used to communicate our work’s impact with stakeholders and help iterate on our practices. Keep team KPI data up to date by inputting quarterly information.
- Enter and manage donor and volunteer data in the Foundation’s system of record, Community Suite (CSuite), keeping information accurate and up-to-date.
- Provide support for Community Impact team events and meetings including scheduling, coordinating meals, and contributing to pre-event preparation and post-event wrap-up activities.
- Collaborate with colleagues on stewardship and fundraising efforts for program supporters and prospects.
- Respond to nonprofit funding inquiries in a timely manner in behalf of the Community Impact team, tracking interactions and adding to proper communication channels.

Other duties as assigned.

This job description is intended to be general, is expected to evolve over time, and will be reviewed periodically and updated as needed.

**Job requirements and qualifications**

**Experience**

- Two to three years of paid, full-time work experience:
  - Event or meeting coordination experience required.
Past experience with, or exposure to, grant making and/or grant writing a plus.
Experience using a nonprofit database, especially a CRM tool or tracking moves management a plus.

Training requirements (licenses, programs or certificates)
None required.

Other knowledge, skills and abilities
- Strong written communication skills; ability to write clearly with proper grammar, spelling, and punctuation.
- Be detail-oriented and produce accurate work product.
- Be able to meet assigned deadlines and manage multiple priorities.
- Political astuteness and a proven ability to operate in a confidential way dealing with highly sensitive organizational, personal, financial, and legal information.
- Demonstrate professionalism and maturity in a variety of settings and working with a wide range of stakeholder types.
- Authentic participation in diversity, equity and inclusion education and training; commitment to diversity, equity and inclusion and to the organization’s ongoing work to eliminate the opportunity gap in Central Texas.

Work environment and other information
- Work in clean, pleasant, comfortable office setting.
- Minimal travel required.
- Attendance required at occasional after-hours or evening events.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary: Approximately $52,000 per year.

Workplace benefits:
Collaborative team environment
Opportunity to make Central Texas a better place for everyone
Paid time off
ACF covers 100% of employee health, dental and vision plans, basic life and AD&D insurance, and short/long term disability insurance
401(K) with employer match
Basic life insurance and AD&D

To apply for this position, please submit your resume and cover letter to Kim McCrary at apply@austincf.org. No phone calls, please. The position will remain open until filled.

Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.