



## **Program Coordinator**

- Position:** Regular, Full-Time, Non-exempt
- Department:** Program
- Reports to:** Program Manager, Environmental Initiatives  
Other program staff as assigned

**Summary:** Provide administrative support to the Environmental Initiatives Program Manager and other program staff in alignment with their strategic initiatives. Also coordinates program, fiscal oversight, and research activities related to environmental initiatives and other program priorities in consultation with Directors/Manager/Officers.

### **Responsibilities and Expected Outcomes:**

The program coordinator conducts the following support duties, exercising independent judgment and initiative, in an effort to help the program directors, managers, and officers carry out their jobs at the highest level:

- Assist Program Managers/Directors to implement and manage programmatic initiatives by reviewing grant requests and researching opportunities to fund/sustain initiatives and process sub-contracts that evolve from initiatives as needed.
- Manage and support key aspects of strategic initiatives, including development and implementation of the Environment Program, the Foundation's Strategic Plan, transition and move to a new headquarters in Cleveland's Midtown neighborhood, maintain databases to manage and monitor budgets, participate in development planning meetings.
- Coordinate and create monthly budget variance reports to inform Program Managers/Directors of grantmaking to date for the Environment Program Area and additional program areas as assigned.
- Coordinate and support research activities to inform Program Managers/Directors i.e., utilize historical and present grantmaking data to understand and assess impact of Board Directed Initiatives by mapping and analyzing data using ArcGIS software.
- Track and process invoices for consultants, vendors and all initiative-related meeting expenses, ensuring adherence to contracts.



- Assist in preparation of materials related to multiple initiatives for quarterly grantmaking meetings of the Board of Directors and initiative updates for the Grantmaking and Community Engagement Committee of the Board. This could include, gathering information to assist in preparing write-up recommendations and other materials from multiple resources; development of presentations, as required to communicate relevant information to the Board, community, conferences and other meetings as needed.
- Screen incoming calls and emails; respond to inquiries from partner organizations, public officials and the business sector, as well as grantees, grant seekers, community representatives and staff regarding newly-implemented and ongoing initiatives. Prioritize and determine appropriate disposition of incoming calls and emails, using professional judgment to resolve inquiries as appropriate.
- Manage calendars; schedule appointments with internal and external parties; manage meeting logistics, including site selection, negotiating contracts, securing catering and other vendor services as needed; set-up and clean-up. Attend functions to oversee activities, intervening as necessary to ensure meetings/events run smoothly.
- Compose responses to routine inquiries and proof proposal write-ups and other general correspondence at the request of program directors.
- Make travel and hotel arrangements for the Program Managers/Directors and external partners for site visits associated with initiatives; track expenses of the attendees and handle processing of expense reimbursement.
- All other duties as assigned as additional support opportunities arise.

**Essential Qualifications, Credentials and Technical Skills required:**

- A bachelor's degree and three to five years of progressively responsible administrative experience working in a professional office environment.
- Ability to collaborate with others who are internal and external to the organization.
- Ability to respond sensitively and patiently to internal and external inquiries in a timely manner and the ability to handle sensitive information and maintain confidences.
- Demonstrated customer service orientation and an ability to interact confidently and effectively with people of diverse cultural and socio-economic backgrounds.
- Ability to take a proactive role in team efforts, promote cooperation and collaboration between team members and encourage open communication in multidisciplinary teams.
- Ability to think critically and solve problems.
- Ability to plan and work strategically.
- Interest in supporting and promoting diversity, equity and inclusion efforts internally and in the community.



- Demonstrated detail orientation, flexibility, and ability to prioritize, coordinate and manage several projects simultaneously with a series of continuous deadlines.
- Ability to work outside of normal business hours occasionally.
- Excellent grammar, spelling, proofing, and organizational skills.
- Demonstrated proficiency in Microsoft Word, Excel, Outlook and PowerPoint. Experience using Microsoft Teams, Zoom, database programs and other commonly used technology.

*Other highly desirable qualifications include:*

- Familiarity with Cleveland citizens, business, and nonprofit community.
- Interest, academic, professional or volunteer experience in the environment field (ex. environmental justice, environmental health, climate change, energy, water, greenspace, transportation).

***APPLICATION PROCESS:***

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an exceptional benefits package including medical, dental, vision, life and disability coverage, a comprehensive wellness program, a fully vested 403(b) retirement plan and two weeks of vacation the first year of service, prorated based on date of hire. If you are interested in applying for this position, please submit your resume and cover letter [at this link](#) by **March 28, 2021. We regret that we cannot respond personally to each applicant.**

**Note:** The Cleveland Foundation is currently working remotely until such time a determination is made to safely return to the office.