



New Mexico Foundation Job Description

Title: Program and Community Outreach Coordinator
Department: New Mexico Foundation
Reports to (title): Program Director
Location: Santa Fe, NM
Exempt/non-exempt status: Non-exempt

Summary:

Reporting to the Program Director, the Program and Community Outreach Coordinator will be responsible for the day-to-day management of the Foundation's fiscal sponsorships and scholarships in addition to providing general support to the program department and participating in focused outreach activities.

The Program and Community Outreach Coordinator ensures that fiscally sponsored (FS) projects are promptly assisted, questions answered, and research completed. Responsibilities also include setting up new FS projects and maintaining their records, as well as participation in monthly meetings of the Program & Grants Committee. The position will also support the program department by overseeing scholarship funds and other activities as needed. This is a 32-hour a week position.

Responsibilities:

Fiscal Sponsorships

- Respond to fiscal sponsorship letters of inquiry and determine whether project is good fit with Foundation's mission.
- Manage and implement policies and procedures for a dynamic fiscal sponsorship program to ensure compliance.
- Provide technical assistance to sponsored projects and organizations, with an emphasis on strong fiscal oversight, grant opportunities and thoughtful growth of program.
- Manage all on-boarding processes for new fiscally sponsored projects, such as creating agreements and ensuring projects are set up for online donation through the Foundation's website.
- Assist FS projects with grant documents and other paperwork as needed and manage all records and related documents.
- Work with the Foundation's finance department to ensure fiscally sponsored projects understand payment procedures.
- Present new FS applications to Program & Grants Committee for approval.

Scholarship

- Manage all aspects of the Foundation's scholarship funds to ensure each is promoted and managed properly, adhering to donor criteria.
- Serve as the primary contact to scholarship fundholders, committees, high school counselors, institutions of higher education and other stakeholders.
- Gather transcripts and bills and ensure all scholarship recipients continue to meet eligibility criteria each semester. Prepares scholarship reports as needed.

Program Support and Community Outreach

- In coordination with program team members, participate in weekly program team meetings, contribute to and prepare any communications or reports needed to better serve New Mexico Foundation's constituents.



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- Provide general support and back-up to Foundation's program department. The Program and Community Outreach Coordinator will be trained in Foundation software.
- Participate in public meetings, policy advocacy, advisory committees, educational conferences, and specific events as needed.
- Work with Program Director and President/CEO to seek opportunities to create partnerships to build grant making impact and advance the Foundation's initiatives.

Education/Experience

- A Bachelor's degree and/or minimum five years of experience in philanthropy, the nonprofit world or project management preferred.

Knowledge, Skills and Abilities

- Excellent oral and written communication skills
- Excellent organizational skills
- Attention to detail and deadlines
- Strong grammar and spelling skills
- Ability to maintain confidentiality
- Ability to multi-task and adapt to a changing work environment
- Ability to receive direction from supervisor and be a team player
- Strong interpersonal and networking skills among diverse constituent groups
- Knowledge of New Mexico's nonprofit sector
- Proficiency in Microsoft Office, experience in Blackbaud software (RaisersEdge) and GrantedGE a plus

Equal Opportunity Employment:

NMF is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

Americans With Disabilities Act:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Disclaimer: The above information indicates the general nature and level of work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. New Mexico Foundation has the right to revise this position description at any time. This position description is not a contract of employment and does not alter employee's at-will employment status.

Updated 1/23/23