



## Foundation Coordinator Position Description

The Otto Schoitz Foundation, established in 2016 in Waterloo Iowa, seeks to improve the health and wellbeing in the Cedar Valley by grantmaking to non-profit organizations with similar aspirations. In its first year of operations, the Foundation awarded grants in excess of \$2.5 million.

The Foundation is recruiting a qualified individual to serve as its full-time Coordinator. Paid staff for the Foundation consists of the Executive Director/CEO and the Coordinator. As a result, responsibilities of the Coordinator are varied, consisting of basic office duties along with professional grant-related functions.

**Position Description:** This position reports to the Executive Director/CEO. In conjunction with the Executive Director/CEO, the Coordinator is responsible for developing, reviewing, researching, and reporting on grants. Additionally, the Coordinator provides assistance in terms of maintaining the Foundation's physical office and operations.

### Primary responsibilities:

- Answer phones, order supplies, record meeting minutes and other various functions to maintain the Foundation's physical office and operations.
- Counsel grant seekers on grant requests and general information inquiries.
- In conjunction with the Executive Director,
  - ✓ evaluate the feasibility of grant proposals, including project budgets, and applicant's organizational capacity to achieve proposed objectives.
  - ✓ guide the Foundation's Distribution Committee in the creation of grant slate recommendations.
  - ✓ monitor progress of grantees, assuring that grant requirements are met, including review of progress in achieving key objectives, and expenditure reports, as needed.
- Conduct research projects as assigned.
- Remain current on emerging issues and trends in philanthropy, the nonprofit community and specific Foundation areas.

### Personal qualities/skills the Coordinator should demonstrate:

- A clear commitment to the Foundation's mission and values.
- The highest level of integrity and confidentiality, both personal and professional.
- Ability to analyze and formulate information into sound, well-organized plans of action.
- Effective problem solver with good judgment and decision making.
- Organized, motivated self-starter; ability to work with minimal supervision.
- Excellent interpersonal skills to include communication with active listening, relationship building while balancing divergent views, dependability and professionalism, among others.
- Proficient with Microsoft Office suite of products.
- Ability to gain proficiency with Foundation's grant management system.
- Previous non-profit or foundation experience helpful.
- Bachelor's degree preferred.

### Competitive Salary and Benefits

Qualified applicants, please send cover letter and resume to: [info@ottoschoitzfoundation.org](mailto:info@ottoschoitzfoundation.org) by October 25, 2018. No phone calls please.