

INCLUSIVE JOHNSON COUNTY FUND COORDINATOR



FUND SUMMARY

At the Community Foundation of Johnson County, we know that a thriving community simply cannot exist where all are not welcomed, invited to the table, protected, and regarded as equal.

To support this important work, our board of directors established the Inclusive Johnson County Fund in the summer of 2020. The fund will provide financial support for community outreach and education on topics regarding race and bias, promote diversity and inclusion within nonprofit organizations, support cultural events, and much more.

The CFJC is searching for an individual to help coordinate the Fund's work across Johnson County. This individual should be enthusiastic about advancing equity and inclusion, sharing resources and collaborating, and enjoy working on a team. Individuals from all backgrounds and walks of life are encouraged to apply. If you are interested in advancing our mission and are passionate about making this community more diverse, representative, and vibrant, we want to hear from you!

Applications will be open from June 1 – June 30, 2021. To apply, please send a resume and cover letter to ellie@cfjc.org.

POSITION DESCRIPTION

Inclusive Johnson County Fund Coordinator

Title: Inclusive Johnson County Fund Coordinator

Hours: 10-15 hours/week; August - May

Supervisory Responsibilities: None, Zero Direct Reports

Compensation: \$15 per hour

Primary Purpose

The Coordinator for the Inclusive Johnson County Fund of the Community Foundation of Johnson County is responsible for the management and support of programs and activities of the Inclusive Johnson County Fund. The Coordinator will also work with the Director of Grantmaking and Strategic Communications to build and maintain a grant cycle specific to the Fund. Additionally, this position will assist in communicating the message of inclusion through all initiatives of the CFJC. This position requires a strong desire to advance diversity, equity, and inclusion in Johnson County, a creative approach to problem-solving, and skills in project management and detail-oriented processes.

Essential Job Functions

- Build and support a network of shared resources, knowledge, etc. around diversity, equity, and inclusion in Johnson County;
- Identify and develop programs to support diversity, equity, and inclusion in Johnson County;
- Assist in the development and management of grant cycles directly supported by the Inclusive Johnson County Fund;
- Develop content for web and social media to communicate the goals and achievements of the Inclusive Johnson County Fund;
- Serve as a champion for diversity, equity, and inclusion in Johnson County through work and attendance at community events;
- Support the work of the Community Foundation through an inclusivity lens.

Education

Bachelors Degree, preferred

Job Skills and Attributes

Creativity: flexible, adaptable, open to change; looks for solutions; open to new ways of doing business

Effective Communication: Excellent relationship-building skills; able to work effectively with staff and on a team; builds concise communication for distribution on the CFJC social media and website

Cultural Competency: able to understand and effectively interact with people across cultures

Community Focused: listens to and addresses community needs and connects community to the CFJC

Essential Functions

The essential functions described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Those functions include but are not limited to: operating a computer, office equipment, telephone, and printer; the ability to move about space in the office and at events, and access required materials; the employee may be called on to move objects up to 20 lbs. from one point to another and regularly detect outside, environmental stimuli; and the ability to reliably travel to off-site meetings, events, and vendors will be necessary and access to transportation is required.

Accountability and Decision Making

This position reports to the Director of Grantmaking and Strategic Communications and works with employees within the organization, as well as community foundation board and committee members. The employee must be able to differentiate between urgent and non-urgent matters, collect relevant information and consult with a supervisor or other team member before making major decisions. They must understand organizational priorities and implement projects accordingly. Employees may be asked to perform other duties as apparent or assigned.

Other Skills

- Computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Strategic thinking
- Critical problem-solving
- Project management
- Storytelling

To apply:

Please send resume and cover letter to ellie@cfjc.org by June 30, 2021.