



Community Collaborations Coordinator
Position Description
Start Date: May 15, 2021

Position title: Community Collaborations Coordinator *This is a paid, part-time position.*

Reports to: President & CEO, Jodi Gietl

Position responsibilities

Coordinate community volunteering within Boone County nonprofit organizations, then use that information to populate a new mobile application - Connect Boone County - being developed by CFBC (supported through the Lilly Endowment Inc. GIFT VII Community Leadership Grant). This position will promote volunteering throughout the county, for all ages, & match volunteers to opportunities that suit the skill sets. They will work closely with CFBC staff and consultants in developing the Connect Boone County app, to promote volunteer opportunities, organizational needs, donations, events, and more.

- Work to get Boone County-serving nonprofits using the new application, Connect Boone County. Regularly connect with nonprofits to promote & encourage use of app, assisting as needed
- Build & maintain relationships with Boone County nonprofit staff & board members, ensuring CFBC understands their volunteer needs & ability to bring on volunteers
 - Provide direction, coordination, & consultation for Boone County nonprofits for volunteer opportunities
 - Assist CFBC team in maintaining & enhancing collaborative partnership relations
- Collaborate with nonprofit leadership in developing & maintaining a comprehensive list of volunteer opportunities throughout the county, & putting that information into the app
- Develop & administer a uniform volunteer form for volunteers to use to document time (as needed)
- Work with CFBC Director of Marketing to promote the app & volunteer opportunities
- Conduct ongoing evaluation of the app & volunteer matches & implement improvements as necessary
- Develop (as needed) & maintain complete & accurate records including volunteer policies, procedures, volunteer position descriptions & expectations, for all nonprofit partners
- Develop & provide reports monthly & annually on all volunteer activity coordinated through CFBC
- Serve as primary point of contact for all CFBC requests to volunteer/collaborate to ensure a timely response
- Perform office support activities for CFBC as needed: field calls, filing, copying, purchasing office supplies
- Become familiar and comfortable with CFBC's mission and vision

Minimum requirements and abilities

- Career experience in volunteering, recruitment, & coordinating team efforts
- Working knowledge of basic computer applications, including the Google Suite of Gmail, Google Sheets, Google Docs, Microsoft Outlook, Word, Powerpoint, & Excel
- Strong record keeping & documentation skills
- Excellent communication & interpersonal skills
- Excellent organization, leadership, & team building skills
- Ability to work independently, take initiative, & work well with a diverse group of staff & volunteers
- Willingness to drive throughout Boone County to meet with nonprofits & volunteers
- Ability to communicate in a courteous, helpful and respectful manner

This position is an in-office & work remote position, with in-office hours held at the CFBC Office in Lebanon, Indiana.

To apply, send your resume to jodi@communityfoundationbc.org. The deadline to apply is April 30, 2021.

About the Community Foundation

The Community Foundation of Boone County unites people, organizations & philanthropy to create a thriving community for all. We:

Engage the community and educate citizens on how they can make a difference here at home.

Invest in people, programs and organizations that transform lives and communities.

Lead a vision for collaborative solutions to address the root causes of challenges facing our community.

Forever. The establishment and growth of permanent endowment funds will strengthen Boone County for generations to come.