

Employment Opportunity

Job Description

PROJECTS COORDINATOR

Job Description: The Projects Coordinator for the Foundation on Aging (FOA) is directly responsible for day to day management of FOA, as well as for providing assistance, support, and oversight for all projects and tasks undertaken by the Board of Directors.

Responsibilities:

1. Operational management

- Copy all financial reports requested by the Treasurer
- Take all telephone calls and emails and see that messages are directed to the appropriate persons for response
- Respond directly to all routine inquiries from the general public
- Monitor and maintain all online social networking sites, including FOA's website to include all monthly website reports re: hits; topics of blogs
- Schedule meetings called by the Board or its Committees when requested.
- Maintain all databases necessary for management of FOA projects
- Provide administrative support for all volunteer activities.
- Assist outside consultants hired by the Board as requested and approved.
- Prepare appropriate acknowledgments and confirm that all funding support sources (organizations /individuals) correspondence is sent in a timely manner.
- Organize, file and maintain all reports, records, invoices, correspondence related to the activities of FOA
- Assist with collecting and reporting information to agencies who fund FOA(e.g. OOA; JVA; Group Publishing; Sponsor Agreements)
- Assist with collecting and reporting to the Board information required of agencies funded by FOA (e.g. RVNA; Disabled Resources; Elderhaus; Women's Resource Center)
- Maintain and update all computer files and applications, including security and backup, related to the operation of FOA
- Work with members of the executive committee, at the end of each calendar year, to prepare a annual report of activities and accomplishments achieved during the year, including relevant year-end financial summaries
- Perform a variety of administrative and support services such as drafting letters, memos and reports.

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2. Assistance to the Board

- Maintain effective communication with all members of the Board
- Serve as ex-officio member of the Board and its committees
- Attend all meetings of the full Board
- Attend Board committee meetings as necessary
- Provide necessary assistance to all board members in fulfilling their project commitments

3. Marketing, Publicity and Fundraising

- Support the communications committee to develop and implement a PR strategy that will raise and maintain awareness of FOA's mission, accomplishments, current and future projects
- Assist under the direction of the communications and program committee in the design, production and distribution of all print materials intended to publicize the work of the FOA.
- Assists to identify and cultivate sources of funding to support projects adopted by the Board.
- Reviews and updates on a regular basis the FOA website for accurate marketing, publicity and fundraising information.

4. Community Relations

- Establish a working relationship with all public agencies, civic leaders, individuals, private businesses and organizations who work collaboratively with or who are significant donors to the FOA
- Support the Communication Committee and Program Committee, as they develop opportunities for board members to interact with organizations and community groups

Qualifications:

- Bachelor degree plus two or more years experience working with not for profit community agencies providing services to seniors
- Excellent written and oral communications skills
- Knowledge of Larimer County and its senior services
- Computer skills including a working knowledge of MS word, Quickbooks, email, online social networking programs, website functions, spreadsheets and databases
- Good organizational skills;
- Ability to interpret financial information;
- Ability to work independently but also as a part of a team when necessary
- Flexible working hours