



VISION: A thriving region where all individuals and families have the opportunity to succeed.

The mission of the Community Foundation is to make the Richmond region a better place through bold solutions and inspired philanthropy. Today, we manage more than 1,300 charitable funds with assets exceeding several billion dollars and growing. In 2021, we deployed more than 6,000 grants totaling over \$91 million. The Foundation also supports the activities of 12 other charitable foundations and organizations that have chosen to fulfill their charitable legacy in partnership with us. *Together we do more good!*

As a part of the Community Foundation, you have a chance to use your skills and experience to create positive, long-lasting change for our region; while maintaining a healthy balance between personal and professional endeavors. We offer competitive benefits, flexibility in schedule and partial telework, half-days on Fridays, a collaborative culture, and mission-centered work.

To learn more about our vision and mission, please visit cfrichmond.org/About/Our-Story.

TITLE: Program Coordinator, Corporate Partnerships

REPORTS TO: Senior Program Manager, Corporate Partnerships

CLASSIFICATION: Full-time, exempt; salaried-benefits eligible; 37.5 hours per week

SALARY RANGE: \$43,000 - \$45,000

POSITION DESCRIPTION: The Corporate Program Coordinator supports the planning and execution of civic engagement programming for regional corporate partners.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Support the planning and execution of corporate volunteer programming lifecycle, including, but not limited to: scheduling, project identification, supply procurement, event logistics, managing volunteers, budgeting, and reporting.
- Manage supply procurement; track event budgets and allocations
- Responsible for program data entry and other electronic file management systems
- Communicate timely updates to community partners and project contacts
- Facilitate referral process amongst program participants and stakeholder
- Maintain project supply inventory and operate Community Foundation event truck
- Support speaking engagements, trainings, and issue-based learning events as needed
- Other duties as assigned.

QUALIFICATIONS:

- Ability to lift 50 pounds
- Ability to work independently and collaboratively
- Comfortability with public speaking

- Strong interpersonal and communication skills (both written and oral)
- Project management and/or event planning experience required
- Attention to detail and strong organizational skills
- Demonstrated experience using Microsoft Office
- Valid state Driver's License and vehicle insurance eligibility
- Experience with Customer Relationship Management (CRM)/Sales Force software a plus
- Passion for social impact and enjoys engaging with large groups

EDUCATION & EXPERIENCE:

- A minimum of 3-5 years of relevant work or volunteer experience required; experience in event management and the nonprofit sector preferred.
- Bachelor's degree a plus

If you are interested in this position, please visit cfrichmond.org/About/Careers or send your cover letter, resume, and salary requirements to careers@cfrichmond.org. No phone calls or agencies, please.

Don't meet every single requirement? We are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role, but your experience doesn't align perfectly with every qualification, we encourage you to apply anyway. You may be the right candidate for this or other roles.