

Position Description

Girls' Grantmaking Program Coordinator

Position Summary

The Program Coordinator is responsible for organizing and implementing all aspects of the girls' grant-making program. While working primarily with the Grants Manager, this position requires cooperation with all members of the staff in a team based and open communication manner, along with interaction with the board, volunteers and the non-profit community.

Responsibilities

Work with the Planning Committee and Grants Manager implement all aspects of the girls' grants program in coordination with the regular grants program, priorities and timeline.

- Promote and publicize the girls grantmaking program to the community through website and local media
- Implement all aspects of annual girls' application, interview and selection process.
- Coordinate all information and presenters for introductory meeting(s) with girls, mentors and their families.
- Ensure successful delivery of the program curriculum and materials utilizing all available resources, in conjunction with committee chair and other volunteers
- Facilitate meetings to include all aspects of grantmaking, teambuilding, philanthropic practices, designing an RFP, proposal review, program and budget analysis and decision-making by consensus.
- Organize and schedule site visits for girls and committee members
- Assist Committee Chair on recruitment of volunteers
- Responsible for preparing press releases
- Coordinate awards ceremony and work with the Grants Manager on other special projects as requested

Reports

- Reports directly to the Grants Manager and ultimately to the Executive Director
- Works closely with all staff and Planning Committee

Time Commitment

- Part time position - approximately 15 hours per week for 20 weeks for 3-6 months

Benefits

- This is a part-time time position with flexible working hours.

Qualifications

- Strong commitment to and awareness of the needs of women & girls in the community
- Excellent interpersonal, facilitation and computer skills
- Ability to work well with young women, staff and volunteers
- Previous experience working with high school age girls.