

CobbWorks Job Description

Job Title: Literacy/Development Coordinator
Reports To: President/CEO
FLSA Status: Exempt

Summary

Serves as a CobbWorks Team and Cobb Literacy Council member to lead **literacy program activities and coordinate organizational fund development efforts in alignment with organizational mission Supports enrollment in adult education and GED preparation, digital literacy, financial literacy, and "soft skills" development**; to facilitate and strengthen success in WIOA and employment training programs.

Spends approximately 30% of time working closely with Executive Director and Cobb Literacy Council to **coordinate and implement a fund development plan emphasizing growing major donors and cultivating new support**. Manages development operations to drive and increase contributed revenue from all streams. **Securing face-to-face solicitation meetings, coordinating gatherings and events with major donors, and cultivating grant opportunities** will be included in the responsibilities of this position.

Essential Duties and Responsibilities

1. Develops, implements, manages, and monitors an array of adult literacy programs and partnerships.

- Identifies needs and develops quality training programs to address those needs in the areas of adult education, digital literacy, financial literacy, and soft skill attainment;
- Supports the successful transition of GED graduates and others into WIOA or employment activities;
- Coordinates meetings and engagement of volunteer literacy committee;
- Works collaboratively with director and manager(s) to develop GED program strategies to meet needs through increased GED graduation rates and successful enrollment in post-secondary education or employment activities;
- Identifies and leverages strategic partnerships that improve literacy (digital, financial, and soft skills) for the customer base;
- Monitors and evaluates literacy programs performance and program compliance through performance measurement reports, case file reviews, periodic performance evaluations, and work observation;
- Ensures compliance with funding organization's requirements through accurate, timely, and comprehensive reporting;
- Works within the policies, procedures, and processes to ensure compliance with grant requirements, delivery of quality customer service, and metric performance success per state and federal laws and regulations; and,
- Modifies service delivery strategies and staffing in response to changing business environments or in the event of unsuccessful performance.

2. Provide oversight of administrative aspects of program services, including procurement and contracting activities.

- Assists with procurement, contract management, and monitoring activities per all local, state, and federal laws and regulations and aligned with best practices;
- Arranges and ensures delivery of adequate technical assistance to service providers and partners regarding program design, case management, and reporting;
- Makes recommendations for corrective action as needed to achieve administrative compliance in program activities; and,

- Works with the management team to develop budgets and monitor program spending according to grant guidelines to ensure maximum fund utilization.

3. Identifies and develops fundraising opportunities and other resources to support service delivery and achieve organizational goals.

- Work with the Executive Director and board members to determine quarterly priorities and action plans for cultivating donors and pursuing new streams of funding;
- Help identify prospective funders and secure face-to-face solicitation meetings for Executive Director and essential board members;
- Research and identify prospective new donors and proactively initiate sponsorship and funding
- Work with Director and Literacy Committee to develop and implement an ongoing communications plan for prospects and donors;
- Work collaboratively with the Executive Director, Board, and Literacy Committee to plan and execute annual giving programs;
- Assists in the management and development of fundraising goals and works to achieve and surpass these goals;
- Coordinate all aspects of fundraising events and activities planning to execution;
- Facilitate the tracking and evaluation of results against stated objectives to assure goals are met or exceeded each year;
- Ensure that gifts and grants are securely and promptly received, and send acknowledgment receipts and thank you letters promptly with maximum efficiency;
- In collaboration with the Executive Director, identify new corporate/foundation support aligned with CobbWorks mission and assist in writing grant proposals and cultivating opportunities; and,
- Adhere to the Code of Professional Fundraising Ethics, APRA Code of Ethics, and A Donor's Bill of Rights.

4. Develops strategic collaborative relationships in the community and manages special projects.

- Identifies and cultivates strategic collaborative alliances while professionally representing the organization at community meetings and other forums;
- Manages all aspects of assigned projects to ensure attainment of project goals;
- Assists with identifying and developing new financial resources, including grant and proposal writing; and,
- Develop and maintain strong relationships with donors, prospective donors, board members, volunteers, representatives and supporters of CobbWorks, and local community members, organizations, and businesses.

5. Performs miscellaneous job-related duties as assigned.

Education/Experience

- Bachelor's degree from an accredited four-year college or university or equivalent combination of education and experience required;
- Minimum of three years nonprofit or workforce or adult education experience required;
- Minimum of two years demonstrated project management experience;
- Four years plus of experience in one or more of the following: nonprofit fundraising, marketing, event planning, or public relations;
- Experience in the nonprofit sector, proven fundraising experience, and knowledge of the Atlanta philanthropic and business communities; and,
- Experience with Internet-based giving strategies.

Language Ability

The employee must have the ability to read, analyze, and interpret general business periodicals, professional

journals, technical procedures, or governmental regulations. **Ability to produce well-written reports, business correspondence, grant requests, and policy and procedure manuals using consistently correct grammar and proper English language use.** Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Math Ability

Ability to calculate figures and amounts such as income, discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of introductory algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with various concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have a working knowledge of word processing software, spreadsheet software, email, contact management software, and internet software. Must have aptitude and ability to learn proprietary customer tracking software.

Certificates and Licenses

No certifications are needed.

Supervisory Responsibilities

Has the ability to carry out supervisory responsibilities per the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees and volunteers; planning, assigning, and directing work; fostering a positive, high-performance work environment; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment

The noise level in the work environment is usually moderate.

Physical Demands

While performing this job's duties, the employee is regularly required to stand, walk, and sit. The employee must regularly use hands and fingers, handle or feel and reach with hands and arms, talk or hear, stoop, kneel, crouch, or crawl. The employee must regularly lift and move up to 10 pounds and occasionally lift or move up to 25 pounds.

An incumbent should not construe this description to imply that these requirements are the position's exclusive standards. Incumbents will follow any other instructions and perform other related duties as may be required by their supervisor. The employer may make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the job.

Approved: Supervisor/Manager

Date

Acknowledged: Employee

Date