



Duties and Responsibilities of Program and Database Coordinator

Organization Profile: The Consortium of Florida Education Foundations (Consortium) is a dynamic, fast-paced, entrepreneurial, and collaborative nonprofit membership organization driven by the belief that strong local education foundations are essential for communities to close opportunity gaps and ensure educational success for the 3 million students in Florida's public schools. The mission of the Consortium is to connect individuals, organizations, and financial resources to build the capacity and impact of member local education foundations in the state's 67 countywide school districts.

In support of that mission, the Consortium manages a legislative appropriation for local education foundation initiatives with accountability to the Florida Department of Education, as well as privately funded grant opportunities to members for a variety of locally driven programs. The Consortium also acts as an intermediary for the New Worlds Reading Initiative, coordinating participation by members that host family and community events in support of enrollment by eligible students in the statewide program. While the Program Coordinator will report to the Program Manager s/he will interact with all staff as a vital part of the team.

Matching Grant and Other Partner Grant Program Responsibilities:

- Responsible for process implementation and reporting for the [School District Education Foundation Matching Grant Program](#) and other partner grant programs, including:
 - Create/update application, review and report templates for members with direction from Program Manager
 - Work with online grants management platform vendor on grant cycle processes—from application submission to awards—troubleshooting between the vendor and members
 - Set up, communicate and troubleshoot with application reviewers
 - Coordinate member participation for maximum impact of each program, including providing timely responses to member inquiries, following program timelines and providing logins and platform navigation assistance
 - Collecting and organizing photos, narrative and data for programs
 - Prepare comprehensive report for each program after reviewing and assessing submitted individual project reports and documentation on local projects in consultation with Program Manager. Complete data retrieval and formatting with strong attention to detail
 - Maintain award contact and project descriptions on each grant program
 - Prepare all quarterly deliverables and post-implementation accountability reports for the Florida Department of Education and other funding partners.

New Worlds Reading Initiative Program Responsibilities:

- Responsible for process implementation and reporting, including:
 - Customer service – timely answering of member inquiries
 - Tracking member events including initial request, updating shared calendar with approvals, ensuring receipt of materials and preparation for events, collecting post-event documentation, submission of artifacts
 - Assist with processing payments to members
 - Collecting and organizing event documentation, photos, and impact stories
 - Update and maintain documents, spreadsheets, contacts, and program webpage

Database Entry and Maintenance:

- Assist in maintaining up-to-date organization CRM database, including:
 - Input member information—ensuring data is accurate and up to date, including member contact information, notes, and participation metrics
 - Troubleshoot with Consortium team on database use and maintenance
 - Develop data input protocols and support colleagues in maximizing database for greater organizational efficiencies and member service

Key Attributes & Qualifications:

Proficiency in Word and Excel required as well as extensive experience with data entry and online grant management software/tools or other web-based administration. Day to day duties are a mixture of technical duties and customer service/member interaction, so both are equally important.

Position involves extensive use of Excel and formulas and routinely updating spreadsheets and databases. Strong editing and proofreading skills needed, along with excellent written, verbal, and interpersonal communication skills.

Bachelor's degree in appropriate field preferred.

Desire to contribute to student success in Florida is a must!

The ideal candidate will be highly organized, a self-starter, detail-oriented, strong “team player” and capable of managing multiple projects simultaneously from conception to completion. Must have ability to travel overnight 2-4 times a year and work a flexible schedule that may include nights/weekends with advance notice. Ability to lift and carry 15 pounds and drive own vehicle (with mileage reimbursement at current IRS rate) are expected.

Salary Range: \$45,000 - \$55,000 – commensurate with experience level. The position is a nonexempt full-time position with generous PTO/holiday system, access to health benefits and 401K with annual employer contribution subject to length of employment/vesting terms. Although offices are based in Gainesville, full or partial telecommuting is an option.

Submit resume and cover letter to info@cfef.net by January 15, 2024.