



# COMMUNITY FOUNDATION TAMPA BAY

<b>JOB TITLE:</b>	Program Specialist, LEAP Tampa Bay College Access Network
<b>REPORTS TO:</b>	Senior Director, Community Impact & LEAP Network
<b>EMPLOYMENT TYPE:</b>	Full-Time
<b>STATUS:</b>	Hourly; Non-Exempt
<b>HOURS:</b>	40 hours per week
<b>SCHEDULE:</b>	Monday – Friday; 8:30 AM – 5:00 PM
<b>LOCATION:</b>	Tampa, FL 33607
<b>WORK LOCATION:</b>	Primarily In Office (Occasional Remote Eligible)
<b>TRAVEL:</b>	Local travel required

## **SUMMARY:**

The Program Specialist is a key professional for the LEAP Tampa Bay College Access Network, which works to help more people complete education and training after high school. A primary strategic initiative of the Foundation, LEAP's critical work as a regional community convener and thought leader in college attainment has a special focus on equity and serving diverse populations and requires an organized professional with strong attention to detail to help guide the work of numerous volunteers and working groups. The Specialist works closely with the Senior Director and Program Manager to coordinate activities and promote programs and initiatives, such as FAAME and Complete Tampa Bay. The position regularly communicates with volunteer leadership and coordinates/supports their participation; helps to build strong relationships with community partners; and support ongoing evaluation/research to inform priorities and benefit resource development efforts. As part of the overall Community Foundation of Tampa Bay (CFTB) team, the position will additionally support CFTB's broader strategic philanthropic investments, working closely with the Vice President, Community Impact.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** (*including, but not limited to*):

### **LEAP Network Responsibilities (90%)**

- Coordinate and schedule regular leadership, work group, or initiative meetings and activities. Maintain up-to-date rosters and attendance records. Collaborate with numerous community partners to maximize participation.
- Provide organized documentation (notes/minutes) of official business.
- Conduct marketing and communications efforts on a variety of platforms, including social media posting and oversee website maintenance and development. Support communications work group and contractors as necessary.
- Develop presentations in partnership with other LEAP team members for meetings, conferences, etc.
- Support ongoing resource development efforts through research of prospective new funders, coordination of applications and reporting for existing funders.
- Manage orientation of new community partners onto working groups.
- In support of the LEAP team, participate in the tracking of project deadlines, track and process expenses & provide financial reporting, and maintain records as required for project evaluation.
- Track tangible and qualitative results from ongoing activities to support network's storytelling and grant reporting and fund development.
- Participate in specific programmatic activities of the network, such as work supporting FAFSA completion, as deemed appropriate by work plans.
- Represent the LEAP Tampa Bay network or its initiatives at events, as requested.

### **Foundation Responsibilities (10%)**

- Provide support for CFTB's Community Impact activities such as grant selection and distribution, as well as supporting entire Foundation team with events and maintaining cross-sector partnerships.

#### **KNOWLEDGE AND EXPERIENCE REQUIRED:**

- High school diploma or equivalent, required.
- Associates Degree or higher, preferred.
- Two (2) years of related professional experience, preferred.
- Experience working at a nonprofit/community foundation, preferred.
- Bilingual (English/Spanish), preferred.

#### **SKILLS REQUIRED:**

- Strong time management, people skills, flexibility, and multitasking ability to prioritize tasks and meet deadlines.
- Excellent attention to detail and organizational skills.
- Ability to communicate, both verbally and in writing, effectively with staff, clients, committee members, and board leadership.
- Working knowledge of social media platforms LinkedIn, Facebook, Instagram, Twitter and ability to influence growth in engagement.
- Advanced computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint, with aptitude to learn new software and systems.
- Proficiency with various conference technology (hardware and software), including Zoom and Microsoft Teams.
- Proficiency with managing meeting details including scheduling, virtual and hybrid meeting technologies, agenda production, creation of meeting minutes, coordination of action items.

#### **BEHAVIORS REQUIRED:**

- Customer-service orientation.
- Highly motivated with the ability to show initiative.
- Ability to be discreet and handle highly sensitive/confidential information in a responsible manner.
- Ability to handle diverse, simultaneous tasks, meet deadlines, and attend to follow through.
- A positive outlook and vision.
- Strong professionalism both in appearance and presentation.
- Ability to work independently and in teams/groups.

#### **PHYSICAL DEMANDS:**

Light to moderate physical activity performing strenuous daily activities of an administrative nature to include:

- Sitting, standing, and/or walking for an extended period of time.
- Ability to lift up to 25 lbs.
- Ability to lift and carry office supplies, unpack boxes, and transporting supplies to meetings.

- Working in a well-lighted, heated, and/or air-conditioned indoor office setting with adequate ventilation.
- Using manual dexterity sufficient to handle/reach items and work with hands and fingers.
- Using close, distant, and peripheral vision and depth perception.

**TRAVEL DEMANDS:**

- Local travel required.
- Must have reliable transportation and ability to travel to various community-based meetings and events.

**ABOUT THE COMMUNITY FOUNDATION OF TAMPA BAY**

The mission of the Community Foundation is to build a vibrant, prosperous community through transformative vision, leadership, and philanthropy. The Community Foundation Tampa Bay has been growing philanthropy in the Tampa Bay region for more than three decades. Across Hillsborough, Pinellas, Pasco, Hernando, and Citrus counties, we work with donors to identify and support those initiatives and organizations that improve the quality of life in our community.

Through our Donor Advised Funds, Family Foundations, and Community Endowments, we can help donors grow, manage, and direct their philanthropy. By combining donors' vision with the tools and expertise of the Community Foundation, we can build a better community today and for generations to come.

For more information, visit [www.cftampabay.org](http://www.cftampabay.org).

**ABOUT LEAP TAMPA BAY**

LEAP Tampa Bay is a network of more than 60 community partners committed to changing lives by connecting residents to education and training beyond high school. A cross-sector network convened to promote their community-wide commitment to college access and attainment, LEAP leaders use a collective impact model of collaboration to guide coordinated need-based strategies by partners from across business, education, government and non-profits. All the work is geared at increasing attainment of high-quality college degrees and career and technical training credentials to help build Tampa Bay's workforce talent base. LEAP intentionally seeks equity in education so all people have the opportunity for economic prosperity. For more information, visit <https://www.leaptampabay.org/>.

**Equal Employment Opportunity**

It is our policy to provide an equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. CFTB will not tolerate discrimination, including harassment, in the workplace. CFTB does not discriminate against anyone based on race, color, religion, sex (including pregnancy), national origin, age, physical or mental disability, protected veteran or military status, genetic information or any other trait that is protected under local, state or federal law.

**Status: Open until filled**

**Contact:** Senior Director, Community Impact and LEAP Tampa Bay College Access Network

Interested individuals should submit

- √ resume,
- √ cover letter,
- √ references (two business and one personal) and
- √ salary history to: [info@cftampabay.org](mailto:info@cftampabay.org)

**NOTE:**

Please put the job title for this position in the subject header of your email.

No phone calls or faxes.

Submissions will not be considered without a cover letter.

*No job description or policy of Community Foundation Tampa Bay may be interpreted to allow any employee or representative to violate local, state, or federal law.*