



POSITION: Coalition Coordinator (Full-time)

COMPENSATION RANGE: \$70,000 - \$90,000

BENEFITS: PTO; medical, dental and vision plans; retirement plan

ORGANIZATION DESCRIPTION: FutureMakers Coalition has a bold goal – to transform Southwest Florida’s workforce by increasing the proportion of working-age adults with credentials beyond a high school diploma (degrees, workforce certificates, industry certifications, and other high- quality credentials) to 55%. FutureMakers Coalition is committed to changing the education and workforce systems across the five-county (Hendry, Glades, Charlotte, Lee, and Collier counties) region to improve outcomes and increase economic and social resiliency for all. The Coalition is a nearly 10-year-old network of over 250 active partners and 180 cross-sector organizations. The Coalition combines the blueprint of the Sustainable Development Goals (SDG(s)), the Collective Impact Model, and the CivicLab Stakeholder Engagement Process (SEP) to change relationships to achieve local-level outcomes that are aligned with global goals. Working along the cradle-to-career talent pipeline, the Coalition earned a prestigious Talent Hub designation from Lumina and Kresge Foundation making it one of 25 national exemplars in efforts to achieve significant social change at the regional level. /Our priorities are the most at-risk traditional-age students, adults with some college but no degree, and adults with no educational experience beyond high school.

Collaboratory, which is a community foundation, provides backbone support for FutureMakers Coalition. The Coalition’s goal and work is deeply embedded in Collaboratory’s commitment to coordinating the solving social problems in Southwest Florida by 2040.

POSITION DESCRIPTION: The Coalition Coordinator will coordinate FutureMakers Coalition teams, providing backbone support to the regional collective impact initiative working transform Southwest Florida’s workforce. Specifically, the Coalition Coordinator will focus on establishing, developing, and sustaining the partnerships and teams that are essential for the health of the FutureMakers Coalition – this includes supporting fundraising efforts for the resources required by the coalition to achieve its mission. The Coalition Coordinator must establish and nurture relationships among FutureMakers partners, understand the network at a systems level and become intimately familiar with existing projects and goals. In addition, the Coalition Coordinator will be responsible for becoming an expert in the process of collaboration.



CollaboratorySM

This leadership position reflects the aligned values of servant leadership, systems thinking, and equity first.

ESSENTIAL FUNCTIONS:

1. Provide leadership, project management, coordination and guidance as the backbone support for the FutureMakers Coalition.
2. Manage and coordinate consultants, including the coordination of related press releases, announcement, website updates, newsletter articles, etc.
3. Develop and maintain working knowledge of FutureMakers Coalition, members, and teams; it's mission, priorities, process, outcomes, projects and programs.
4. Provide an outstanding partner experience in all forms of communications.
5. Identify potential partners for funding and technical assistance opportunities for backbone support, FutureMakers Coalition's collaborative projects, and FutureMakers partners.
6. Write proposals and applications as well as fulfill reporting requirements and coordinate communications.
7. Develop and manage RFPs, letters of understanding, reporting requirements, and monitoring of funding/programs passed on to partners.
8. Develop processes and procedures as well as organization systems for identifying, project managing and reporting for funding opportunities.

Additional Responsibilities

- Participate in community events as a representative of FutureMakers Coalition.
- Promote the Coalition's public image and obtain public support for the mission.
- Lead the planning, coordination, and execution of large events, e.g. FutureMakers Coalition Breakfast of Champions, leveraging the events as opportunities to enhance or establish new partnerships for funding and to build the Coalition's capacity for systems change.
- Support FutureMakers Action Team leaders' in designing and executing meetings.
- Performs other job-related tasks as assigned by Director.

MINIMUM QUALIFICATIONS:

1. Experience with writing and managing proposals is required for this position. With that in mind a bachelor's degree and demonstrated experience, or transferable competencies in,



project management, writing proposals, excellent customer service, and securing funding or the equivalent combination of education and experience would be useful. However, if you have a unique combination professional experience that you believe makes you perfect for this role, we would love to hear from you!

2. Strong interest in and desire to support and grow an equity-focused, entrepreneurial, and complex collaborative initiative to change Southwest Florida's educational and workforce systems.
3. Knowledge of the Southwest Florida (Hendry, Glades, Charlotte, Lee, and Collier counties) region, community-based organizations, and organizations in the region related to educational attainment and student success preferred.
4. Commitment to promoting student success to improve the economic and civic well-being of individuals, their families, and communities.
5. Self-directed and motivated starter with a positive attitude and ability to work independently while functioning well as part of a team.
6. Ability to thrive in a fast-paced environment and manage and meet multiple deadlines.
7. Ability to read, analyze, and interpret various reports, and conduct basic research.
8. Mastery of writing with attention to detail, i.e. grant proposals, reporting, emails and correspondence.
9. Ability to coordinate, synthesize, instruct, check, or verify the work of others.
10. Outstanding communication skills regardless of setting, including in-person, virtual spaces, email, and text.
11. Skilled in interpersonal relationships, especially with building and maintaining collaborative partnerships and making individuals feel welcomed and valued.
12. Commitment to promoting student success to improve the economic and civic well-being of individuals, their families, and communities.
13. Highly skilled in the utilization and functions of Microsoft Office Products and web platforms.

GRANT FUNDED POSITION: This position is currently grant funded. The current grant that supports this position expires 1 year from the start date. While no assurances can be provided for future funding beyond this initial grant, FutureMakers Coalition routinely pursues and receives funding from grant and non-grant sources and will make every attempt to sustain this position beyond the term of the initial grant.

AVAILABILITY: Interviewing will start immediately and continue until the positions are filled. Please email a cover letter and resume to hr@collaboratory.org

FutureMakers Coalition



Collaboratory provides equal employment opportunities to all employees and applicants for employment in all job classifications without regard to race, color, religion, age, mental disability, physical disability, medical condition, gender, sexual orientation, genetic information, ancestry, marital status, national origin, veteran status, and other classifications protected by applicable state and local non-discrimination laws. Collaboratory is an EOE and participates in the Federal E-Verify program.