Collaborative Coordinator

The Organization

The Jefferson Regional Foundation (“The Foundation”) is a place-based grantmaker focused on the health and vitality of the South Hills and lower Mon Valley “Jefferson” communities which wrap around the Route 51 corridor south of Pittsburgh, PA. The mission of the Foundation is to improve the health and well-being of the community served by Jefferson Hospital through grantmaking, education, and outreach. The Foundation was funded as a separate support organization in March of 2013 as part of an affiliation agreement for Jefferson Hospital to join the Allegheny Health Network. The Foundation is led by a 20-member Board, most of whom reside in the area. The Foundation has an endowment of $96M and currently operates with 3.5 FTE’s. To date, the Foundation has provided nearly $6 million in grants to over 60 nonprofit and public organizations in its priority areas of:

- Health and Prevention Access
- Child and Family Outcomes
- Strengthening Populations and Communities

Taking its charge from the community to lead by convening, capacity-building, and serving as an information resource, the Foundation has developed a commitment to extend its impact through high-quality, valued community initiatives. The Foundation currently hosts an engaged and growing network of over 100 organizations called the Jefferson Community Collaborative, which meets bi-monthly and also operates through action teams. The vision of the Collaborative is to create agile, healthy, and sustainable communities for diverse populations throughout the Jefferson region while:

- Serving as an incubator for powerful ideas and promising practices;
- Improving the capacity of community-serving organizations, and;
- Facilitating group action on community aspirations.

The current priorities of the Community Collaborative are:

- Behavioral Health
- Family and Resident Engagement
- Workforce Development
In partnership with the Collaborative, the Foundation sponsors the Jefferson Forum (an annual daylong conference), publishes a community resource guide and community profiles, and also regularly convenes out-of-school time providers, clergy, and other groups in various initiatives.

More information about this amazing organization and its vision and impact can be found here: www.jeffersonrf.org

**Overview of Responsibilities**

The Collaborative Coordinator position is a new full-time role designed to support the community initiatives of the Foundation which are highly valued, but have grown beyond the capacity of current staff. This role is based in the Foundation’s offices at Jefferson Hospital, located in the South Hills of Pittsburgh. The Collaborative Coordinator reports to the Executive Director, with a primary focus on coordination of the Jefferson Community Collaborative ([http://jeffersonrf.org/jefferson-community-collaborative/](http://jeffersonrf.org/jefferson-community-collaborative/)) and its related activities. A 2018 plan has been developed for the Collaborative with outcomes that need to be accomplished by the end of the year.

The role is also responsible for the coordination and communication support for the annual Jefferson Forum ([http://jeffersonrf.org/jefferson-forum/](http://jeffersonrf.org/jefferson-forum/)) and other convening activities which support community impact. The primary duties and responsibilities include:

- Coordinating the ongoing membership and activities of the Jefferson Community Collaborative, including five major meetings annually, several action teams, and the Vision Council.
- Facilitating planning and supporting the team in implementation of the annual Jefferson Forum event, including speakers, workshops, and site management.
- Managing key communications to support the Collaborative and other community meetings, such as an e-newsletter, meeting arrangements, and including an effective web and social media presence.
- Developing agendas, creating and assembling meeting materials, managing minutes, evaluations, providing reports and follow-up as needed in support of leadership.
- Providing facilitated support for effective meetings of Collaborative teams, as well as other meetings and convenings of the Foundation.
- Researching best practices, models, and emerging trends to inform the work of the Collaborative and other initiatives.
- Developing templates, timelines, procedures, and other tools to promote high-quality, high-impact, and efficient activities.
- Employing creativity and flexibility to serve the mission and vision of the Foundation and its allies.
- Maintaining a high level of communication, presence, and visibility among community and collaborative partners.
- Role will include other duties as assigned.
Knowledge, Skills, and Abilities

The ideal candidate for this role has a unique blend of the following:

- Bachelor’s degree required, advanced degree preferred and at least three years of experience.
- Knowledge and understanding of the nonprofit sector and a demonstrated commitment to community work.
- Familiarity with the 29 communities in the Jefferson area of the South Hills and lower Mon Valley preferred.
- Fluency in areas pertinent to the Foundation’s mission and the Community Collaborative’s priorities such as immigration, health, behavioral health, workforce development, etc. preferred.
- Well-organized with strong detail orientation, event planning execution experience, and group facilitation skills.
- Excellent written and verbal communication capacity, including comfort with public speaking.
- Intellectual curiosity, with the ability to grasp new information and frameworks easily.
- Ability to work effectively in teams and collaborative settings.
- Strong interpersonal skills with the ability to build relationships among diverse individuals and groups.
- Experience in producing easy-to-use information from qualitative and quantitative data.
- Demonstrated ability to adhere to deadlines, manage time, and juggle multiple projects.
- Congeniality, adaptability, and a sense of humor.
- Ability to exercise good judgement and professional maturity.
- Demonstrated excellent public speaking and writing skills.
- Demonstrated excellent self-awareness and interpersonal skills.
- Proficiency with electronic communication, productivity and business tools, collaboration software, and systems such as Microsoft Office, Adobe Acrobat, online research, and web navigation, etc.

Compensation

This position has a $45K base compensation package, consistent with other nonprofit organizations similar in size, scope, and impact. Accompanying the base compensation, this position offers a comprehensive benefits package including health insurance, paid time off, retirement contribution, and other fringe benefits.

How to Apply

Applications from interested and qualified individuals are accepted through the following site:

http://nonprofittalent.applytojob.com/apply/6sFg3YDImV/Collaborative-Coordinator