

**TITLE:** Coordinator, Community Impact (Programming and Community Engagement)

**REPORTS TO:** Director, Community Impact

**Scope:** Work closely with the Director of Community Impact and support all the key Programming and Community Engagement initiatives— from youth engagement to athlete leadership. Cultivate relationships with WSF's community partners, athletes, agents, national governing bodies, and other stakeholders in the sports and education community. Help enhance WSF's toolkit of programs for girl-serving organizations focused on training, education, capacity building, technical assistance and community engagement. Drive Athlete Ambassador program activations and integrate athlete participation in WSF community programs to enhance visibility, leadership, financial support and reach maximum impact.

**Roles and Responsibilities:**

**1. Athlete engagement in all Foundation events and initiatives**

- Manage Athlete Ambassador program expansion and activations including the signature event during NGWSD
- Cultivate and maintain new athlete relationships
- Play an integral role in the Annual Salute to Women in Sports Gala
- Manage all the athlete data for the Salute journal
- Support ALC conference planning and volunteer management
- Co-manage Travel & Training funding process from applicant review to grant awards and notifications
- Strengthen engagement with Travel & Training fund recipients through enhanced communication, training and resources
- Shared team goal: drive Athlete Ambassador program activations

**2. Youth and Community Partner engagement**

- Cultivate and maintain relationships with the WSF community partners at all levels (on-going)
- Work with VP of Research and Evaluation on the Sports 4 Life Regional program implementation
- Manage GoGirlGo! Leadership Institute and curriculum fulfillment
- Evaluate existing tools and resources (both content and delivery methods) available to WSF community partners
- Assist in developing new tools and program modules (incorporating STEM, health & nutrition, literacy, etc.)
- Survey community partners on the areas they require greatest help and support in
- Shared team goal: support sustainable program expansion and activations

**3. Operations and Project Management**

- Gain proficiency in the grant management tool
- Meets established deadlines; fulfills requests and completes assignments in a timely manner.
- Co-manage WSF's grants from reviewing applications to dispersing funds to collecting impact data
- Support the initiative to optimize grant-making process by streamlining application review and decision cycle
- Manage all the Community Impact related external inquiries
- Work with Director of Marketing on all WSF-branded merchandise procurement
- Maintain website accuracy and update Community Impact section of the site
- Work with the team to develop Community Impact communication tools (newsletter, podcast, etc.)

- Demonstrate a commitment to critical organization values including diversity, partnerships and internal collaboration
- Shared team goal: Contribute to the financial stability of the Foundation through financial savings and donor cultivation

#### **General Responsibilities**

- Provide support to Senior Management as required
- Handle requests/projects from the other departments as assigned
- Participate in special projects and team/staff meetings

#### **Qualifications:**

- Bachelor's Degree and two years of experience in non-profit management or related field
- Working knowledge of women's sports and female athletes
- Strategic agility and innovative mindset
- Ability to handle multiple projects
- Strong organizational skills with attention to detail; keen focus on quality and ability to proof/edit.
- Superior written and verbal communication skills and project management skills
- Ability to respond to athletes, agents and business partners as well as to be flexible and diplomatic with diverse groups
- Drive for results and passion for a fast-paced, dynamic working environment
- Ability to handle confidential and sensitive information with integrity and discretion
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Ability to work collaboratively with staff, consultants, and stakeholders at all levels of the organization

#### **TO APPLY:**

Email **cover letter, resume and salary expectations into one PDF document** to:

Attn: Natoya Curd, Senior Director, Operations & Administration

Subject: Coordinator, Community Impact

[HR@WomensSportsFoundation.org](mailto:HR@WomensSportsFoundation.org)

No Calls Please

*In 2015, the Women's Sports Foundation adopted the "Hucles Rule," a hiring guideline that states that an elite athlete must be interviewed for each WSF job opening.*

*The Women's Sports Foundation values an inclusive team and encourages individuals of diverse backgrounds and identities to apply. The Women's Sports Foundation is an equal opportunity employer.*