



POSITION DESCRIPTION

Position Title	Resource Development Coordinator
Business Unit	Resource Development
Home Department	Account Management
Location	Chevy Chase, MD
FLSA Status	Exempt
Full-Time or Part-Time	Full-Time
Telecommuter Status	Position not Eligible for Telecommuting

Mission

4-H, the nation's largest youth development organization, grows confident young people who are empowered for life today and prepared for career tomorrow. 4-H programs empower nearly six million young people across the U.S. through experiences that develop critical life skills. In the U.S., 4-H serves every county and parish through our network of 110 universities and more than 3000 local offices. 4-H garners support from a unique private-public partnership of universities, federal and local government agencies, foundations and professional associations. 4-H is the private sector, a non-profit partner of the Cooperative Extension System and 4-H National Headquarters located at the National Institute of Food and Agriculture within the United States Department of Agriculture.

Position Summary

4-H currently seeks an enthusiastic Resource Development (RD) Coordinator to work in partnership with Account Managers, supporting grantee and donor relationships through the creation and effective delivery of holistic 4-H partnerships, inclusive of high-quality 4-H Positive Youth Development programming nationwide and Council-led enhancements (i.e., marketing, professional development). The RD Coordinator will support the RD team meet agreed-upon deliverables, help ensure donor satisfaction and increase the field's capacity to deliver high-quality 4-H Positive Youth Development.

Responsibilities

Project & Document Management Duties

- Manage files and information on SharePoint.
- Assist with sub-award agreement development, processing, and tracking.
- Generate updates, reports, summaries, and PowerPoint presentations related to corporate accounts.
- Manage web grants for tracking specialized 4-H programs.
- Review grantee reports, compile, and write Program Summaries.
- Assist in managing grantees through site monitoring, conference calls, reporting, and technical assistance. Assist in the tracking of financial reimbursement requests and progress reporting from sub-awardees.

Meetings, Events, & Travel Support Duties

- Assist team members with coordinating calendars, agendas, logistics for committee calls, guest speakers; and expense reports and credit card statements.
- Prepare minutes for conference calls and post/distribute to appropriate individuals on a timely basis.
- Collaborate with internal teams on training events by coordinating activities with participants, travel agency, and the 4-H Conference Center.
- Coordinate special projects and events under the guidance of assigned Account Manager, or the direction of other Team members.

Database Management Duties

- Be able to perform the daily operations of the WebGrants database software and work in conjunction with Council associates to identify best practices for completing tasks that require information or data from WebGrants, as it relates to needs across Council.
- Assist Account Managers, with full-cycle grant tracking in WebGrants including application creation and release, review of applications, and reporting of sub-grants and sub-grantee (programmatic and financial) awards.
- Provide data, lists, and reports as needed by teams across Council.
- Work with Finance team to ensure proper processing of reimbursements and invoices. Produce reports as scheduled or needed

Qualifications

- Bachelor's degree in non-profits, public administration, business administration, or related discipline, or equivalent in work experience.
- Must have at least two-four years of progressive administrative experience in a non-profit or for-profit setting preferred.
- Prior experience preparing, monitoring and processing invoices, expense reports and check requests at the executive level, and assist in tracking budget status.
- Must be proficient in MS Office applications (Word, Excel, Powerpoint, and Outlook).
- Must be able to perform in a team-oriented environment.
- Must have strong organizational, written, and communication skills, with the ability to prioritize.
- Previous customer relationship management/database experience a plus.

Travel Requirements: This position does not require travel.

Position typically has the following Career Ladder:

- Account Manager
- Sr. Account Manager
- Director, Account Management
- Sr. Director, Account Management

ADA Requirements: The physical demands described here are representative of those that must be met by an employee to be successful in this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets, and fax machines.
- Mostly sedentary role; however, some filing is required.
- Requires the ability to lift files, open filing cabinets, and bend or stand as necessary.
- Necessary math skills needed to calculate formulas, commissions, discounts, etc.
- Must be able to lift at least 10 pounds.

Competencies

Competency	Level (Beginning, Proficient, Advanced, Mastery)
Communications	Proficient
Critical Thinking	Proficient
Initiative & Innovation	Proficient
Collaboration & Teamwork	Advanced
Customer Orientation	Advanced
Business Mindedness	Proficient
Spirit of Diversity & Inclusion	Advanced

National 4-H is an Equal Opportunity/Affirmative Action employer.

Disclaimer

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as needed.

Revision Date:

8/22/2019