



## Capacity Building Coordinator

### **Employer**

Legacy Regional Community Foundation  
1216 Main St  
Winfield, KS 67156  
620-221-7224

### **Job Description**

Legacy Regional Community Foundation is seeking a talented, passionate team member to fill the newly created position of Capacity Building Coordinator.

### **Position Objectives:**

- Support vision and mission of Legacy, a Regional Community Foundation
- Build relationships and financial stability within the Foundation, grantee and area nonprofit organizations while cultivating connected support systems, under direct supervision of the Chief Executive Officer (CEO)
- Demonstrate measure impact of capacity building on Social Drivers of Health in the region.

### **Essential Functions:**

#### *Granting Writing*

- Write, or write cooperatively with CEO, as identified to support organizational capacity building for Legacy, A Regional Foundation and strategic partners.

#### *Program Development*

- Program evaluation and quantitative/qualitative data collection to address organization needs within the Foundation and with area nonprofits

- Nonprofit Leadership Cohort implementation: 3-5 nonprofits annually receive training/coaching
- Supports for Leadership Cowley County (LCC) and RISE Cowley as needed

#### *Outreach*

- Provide technical assistance and strategic support across sectors in Cowley County to strengthen health equity works, build nonprofit capacity, and develop understandings of community-level data
- Market grant opportunities/tools/resources to area nonprofit organizations and charitable projects
- Promote grant awards and collect IMPACT stories through coordinating grantee site visits, personal interview, and report/letter for CEO to provide donor
- Assist CEO to coordinate site visit annually with donors, if interest is evident

#### **Required Skills:**


- Adaptive team member
- Affinity for building relationships with donors, volunteers, and community members to engage/amplify/foster leadership across sectors
- Creative and critical thinking skills
- Effective oral and written communications skills
- Ability to analyze, collect and interpret data
- Integrity and mature judgement
- Self-disciplined, self-starter requiring little supervision in advancing goals
- Strong organizational skills and astute attention to detail

#### **Qualifications**

- Bachelor's degree or equivalent work experience
- Computer competency, including website and social media
- Excellent success in relationship building
- Knowledge of community is an advantage
- Valid drivers license and dependable transportation

#### **Working Conditions**

The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions. Activities may include balancing, bend/stoop, climbing stairs, crouch/kneel, keyboard/type, push/pull, reach, reach above shoulder, repetitive motions, and use of computer mouse. May be required prolonged sitting or driving. May be



required to lift up to 25lbs. May be requested to work overtime and weekends for special programs events.

**Application Instructions:**

Email resume and cover letter to: [ceo@legacyregionalfoundation.org](mailto:ceo@legacyregionalfoundation.org).

Apply online [HERE](#)

