

Regional Development Authority Project Coordinator Position Description Posting 8-4-23

The Regional Development Authority (RDA) seeks a highly organized and resourceful Project Coordinator to support the grant management process and general organizational functions. This position is full-time equivalent at 32 hours per week.

Position Description: The Project Coordinator will support a range of operational and administrative needs, under the direction of the President/CEO. To perform this job, successful candidates must demonstrate the ability to work independently and with others, think strategically, and the ability to manage multiple priorities and deadlines. The position offers an opportunity to engage with and make a difference in our regional Quad Cities community.

Primary responsibilities:

- Support grant procedures including online applications, application review, & grant processing
- Assist/train applicants with grant application process & quality
- Monitor, analyze, and follow through with completed project final reports; notify CEO of past due reports
- Update applicant contact information, enhance communications with applicants
- Support development/preparation of Board & committee agendas/minutes
- Support logistics of Board development opportunities
- Manage/enhance RDA website & social media, enhance co-branding with casino
- Help the President/CEO monitor/analyze basic accounting functions, including tracking grant balances, creating documents for the Board & annual audit, & assembling monthly financials
- Execute guidelines set forth by the RDA Board and Iowa Racing and Gaming Commission (IRGC)
- Attend events representing the RDA, occasionally outside of business hours
- Answer phones, order supplies, and maintain the organization's physical office and operation
- Analyze/report on granting trends
- Assist President/CEO in opportunities to align regional funders

Successful candidates for this position should demonstrate:

- Strong interpersonal and communication skills
- Organized, motivated self-starter
- High level of integrity and confidentiality
- Effective problem solver and decision maker
- Proficient in Microsoft Office suite products
- Ability to gain proficiency with our grant management system, Foundant
- Previous nonprofit, philanthropy, city, or foundation experience preferred
- Bachelor's degree preferred

Salary and benefits based on experience; range \$40,000 to \$50,000 plus payment in lieu of benefits. Qualified applicants, please send cover letter and resume to: ceo@rdauthority.org by Tuesday, August 22, 2023; 5pm

The Regional Development Authority funds grants that make the Quad Cities region a vibrant, inclusive, and growing community. To learn more about our organization, visit www.rdauthority.org

Equal Employment Opportunity Policy Statement

RDA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, national origin, ancestry, religion, sex, actual or perceived sexual orientation, gender, gender identity (including gender expression), age, parental or pregnancy status, marital status, medical condition or disability (including physical or mental disability), genetic information (including family medical history), political affiliation, military service, or veteran or other protected status, or any other protected group under applicable state or federal law. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Consistent with these obligations, we also provide reasonable accommodations to employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices.