



Assistant Director  
Trails Coalition

## THE FOUNDATION

The Community Foundation of Elkhart County is dedicated to transforming Elkhart County by bringing stakeholders together to tackle issues of concern in the community. Since its founding in 1989, the Community Foundation has helped hundreds of people create personal, permanent, and powerful legacies by establishing custom and charitable funds. In its three decades, the Community Foundation has awarded over \$120 million in grants and scholarships and is now the steward of over \$450 million in charitable assets. Aided by Community Foundation expertise, fundholders have fostered the arts, awarded scholarships, championed community vibrancy, helped children learn to read, and provided food and shelter for people experiencing homelessness. They have made Elkhart County a better place to live as community partners.

By connecting philanthropy with community needs and opportunities, the Community Foundation works to improve the quality of life in Elkhart County by inspiring generosity.

For more information on the Community Foundation of Elkhart County, please visit [www.inspiringgood.org](http://www.inspiringgood.org).

For more information on *Connect in Elkhart County*, please visit [www.connectinelkhartcounty.com](http://www.connectinelkhartcounty.com).

## POSITION DESCRIPTION: Assistant Director – Trails Coalition

Elkhart County's multi-modal trail master plan, *Connect in Elkhart County*, seeks to connect people to the places they live, work and play. The county's Trails Coalition is a collective of individuals from diverse backgrounds committed to bringing this vision to life.

Under the direction of the Coalition Director, the Assistant Director will play a leading role in bringing new partners to the coalition and growing demand within the community. The Assistant Director is responsible for the planning and management of trail activations, educational events, public outreach, and place-based committee meetings. They will work closely with the Director and coalition staff and committees to improve, connect, and grow the county's trail network.

## DUTIES & RESPONSIBILITIES

### *Community outreach and engagement*

- Advance priority projects through identification and relationship development with key stakeholders from various sectors.
- Responsible for developing and leading place-based action teams countywide.
- Coordinate and facilitate quarterly meetings with the Pumpkinvine Advisory Committee.



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#### *Communication*

- Understand and communicate the objectives of the Connect in Elkhart County Plan to the community and existing and potential partner organizations.
- Maintain open and collaborative communication with internal team members and partner organizations to align and advance our collective efforts.
- Work closely with staff to develop and manage the feedback loop between community members, trail users, and the coalition while advancing marketing and other communication goals.

#### *Administration*

- Work collaboratively with staff and partner organizations to gather relevant data and develop regular progress reporting metrics for areas of responsibility.
- Maintain relevant information systems data for Trails Coalition in collaboration with the Coalition Director and Administrative Coordinator of Program Initiatives.
- Manage event-related lending library processes, requests, and items.

### KNOWLEDGE, SKILLS & ABILITIES

#### *Required:*

- Strong understanding of trail networks through professional experience and/or as a user
- Passion for systems-level work and the Vision for Connect in Elkhart County
- Demonstrated leadership and problem-solving skills
- Ability to plan and effectively facilitate meetings
- Demonstrated ability to work effectively with diverse groups of people with the goal of building collaborative partnerships.
- Excellent written and verbal communication skills
- Previous successful experience with event planning and management
- Must possess a valid driver's license, valid insurance, and have access to reliable transportation.
- Must be able to remain in a stationary position for long periods of time.
- Must be able to move items up to 50 pounds from place to place for various needs.

#### *Preferred:*

- Bachelor's degree or equivalent experience in public relations, public administration, or urban planning
- Strong understanding of outdoor recreation events (cycling, running, etc.)
- Experience in fundraising and/or working in the nonprofit sector

This list of essential responsibilities and requirements is not intended to be exhaustive. The Community Foundation of Elkhart County reserves the right to revise this job description as needed to comply with actual job requirements.

### POSITION DETAILS

- Classification: Full-Time, Exempt
- Reports to: Director- Trails Coalition
- Compensation commensurate with experience and qualifications
- Please submit your resume and cover letter to [Info@InspiringGood.org](mailto:Info@InspiringGood.org)