



Position Description

Title: Coalition Director- Building Strong Brains Coalition

Reports To: CFEC Strategic Initiatives Officer

Status: Exempt, Full-Time, Salaried

POSITION SUMMARY

Building Strong Brains is Elkhart County's collaborative initiative to ensure every child has the foundation to thrive and succeed in school and life. The coalition includes 70 organizations and 200 individuals from education, health, business, social services, and philanthropy that support young children and families in Elkhart County. The Coalition Director brings this vision to life by convening partners, fostering collaboration, and guiding strategies to create systems changes leading to lasting community impact. The Coalition Director is based at the Community Foundation of Elkhart County and reports to the Chief Strategic Initiatives Officer, and is accountable to the vision of the collective coalition.

KEY RESPONSIBILITIES

Strategic & Systems Leadership

- Provide strategic direction, empower others, and foster a sense of shared purpose and ownership within the coalition.
- Align activities across coalition teams, including maternal health, childcare & early learning, family support, community systems, communications, and data support with the goal of strengthening outcomes for young children in Elkhart County.
- Value diversity, equity, and cultural differences, bringing cultural competency to decisions, communications, and partner practices.
- Facilitate reflection and learning to ensure adaptation to emerging needs and opportunities for the coalition.
- Facilitate the development of public-private partnerships.

Coalition Coordination & Partner Engagement

- Lead coordination and partner engagement efforts with overarching accountability to the vision of the collective coalition.
- Convene and engage cross-sector partners; build trust-based relationships; and mediate conflict and disputes.
- Forge strong relationships across diverse stakeholders, including senior officers and different member groups, to build trust.
- Support Steering and Action Teams; coordinate meeting agendas, take and distribute minutes, track discussion points, and ensure follow-through on action items.
- Serve as a visible ambassador and spokesperson in the community.
- Lead conflict resolution and collaborative problem-solving among partners.

Operational & Project Management

- Oversee day-to-day operations, communications, logistics, and shared data tracking.
- Manage subgrants, documentation, and partner deliverables aligned to Building Strong Brains outcomes.
- Coordinate with Community Foundation teams (finance, marketing/communications, events) for execution of fiscal, administrative, and logistical deliverables.

Evaluation, Learning & Accountability

- Lead the development and application of evaluation frameworks to assess systems change and coalition efforts.
- Track metrics and feedback from partners and community constituents.
- Produce reports as needed for all stakeholders.

Financial Oversight & Resource Development

- Develop, monitor and report on activities related to the coalition budget.
- Identify funding opportunities with the Chief Strategic Initiatives Officer and others as needed.
- Support grant application, management, and reporting, ensuring fiscal integrity and alignment with funder requirements and protocols.

Team Leadership & Development

- Lead, develop, and supervise Community Foundation's Building Strong Brains coalition backbone support staff.
- Foster a learning-oriented and collaborative team culture.
- Lead hiring and onboarding of BSB staff in collaboration with Human Resources.
- Lead and model CFEC values.

QUALIFICATIONS

Required

- Bachelor's degree.
- Five or more years of proven leadership experience in coalitions, systems work, community impact, or related fields.
- Knowledge of early childhood development, systems change, and local/community
- Proficiency in facilitation, project management, data-informed learning, and partner collaboration and communication.
- Proven experience leading and supervising large teams.
- Fluency in communication and collaborative software, including Microsoft Office suite of products, Google, and SharePoint.

Preferred

- Master's degree in education, public administration, nonprofit management, or related field.
- Experience leading collaborative initiatives with multiple constituents or funders.

WORK ENVIRONMENT

Professional office setting; standard office equipment. Occasional evening or weekend work may be needed for community events or stakeholder meetings.

ORGANIZATIONAL VALUES

All employees are expected to uphold the values of the Community Foundation of Elkhart County:

- **Integrity** – An abiding pledge to honesty, professionalism, humility, and respect.
- **Inclusion** – Elevating diverse voices and perspectives for greater impact.
- **Excellence** – Striving for the highest standards in every endeavor.
- **Collaboration** – Partnering with community members, civic leaders, nonprofits and colleagues to maximize impact.

The essential responsibilities and requirements listed above are not intended to be exhaustive. We reserve the right to revise this job description as needed to comply with actual job requirements.