

## Stewardship Coordinator

This position oversees the coordination, administration, planning, and implementation of all aspects of long-term and/or short-term stewardship projects, programs and initiatives

### Reports To

Reports to the Executive Director

### Lines of Communication

The Executive Director is the Board's conduit for all projects and day-to-day operations to Staff/Volunteers and vice versa (e.g. communication should go via the Executive Director), except in situations where a Board member(s) sits on an Advisory or Management Committee that works directly with Staff/Volunteers.

***NOTE: Regardless of the specific roles & responsibilities listed, the Stewardship Coordinator will, whenever possible or required, participate in all aspects of the organization from washing dishes to constructing boardwalks and stuffing envelopes.***

### Responsibilities

The responsibilities are wide-ranging and vary according to the specific requirements of each program, project or campaign. Following are some of the responsibilities common to all aspects of the position:

#### ***Plan the Project - the Coordinator will***

Working with the Executive Director and other staff as appropriate:

- Define the scope of the project
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determine the resources (time, money, equipment, etc.) required to complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Determine the objectives and measures upon which the project will be evaluated at its completion
- Prepare and submit funding applications, where applicable

#### ***Staff the Project - the Coordinator will***

Working with the Executive Director and other staff as appropriate:

- Where appropriate carry out project activities
- In consultation with the Executive Director, recruit, interview and select support staff and/or volunteers with appropriate skills for the project activities
- Ensure that all project personnel receive an appropriate orientation to the organization and the project
- Ensure that personnel files are properly maintained and kept confidential
- Contract qualified consultants to work on the project as appropriate

#### ***Implement the Project - the Coordinator will***

Working with the Executive Director and other staff as appropriate:

- Execute the project according to the project plan
- Supervise project staff and volunteers by providing direction, input and feedback
- Develop and maintain forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured
- Establish a communication schedule to update stakeholders, including appropriate NALT personnel on the progress of the project
- Recruit a Project Advisory Committee (PAC), if appropriate
- Organize meetings of the PAC and attend, send out agendas, notes, follow-up information as needed.
- Monitor and approve all budgeted project expenditures
- Monitor cash flow projections and variance with actual cash flow
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date
- Assist the bookkeeper to ensure financial reports and supporting documentation for funders are prepared as outlined in funding agreements
- Monitor the program activities on a regular basis and report evaluation findings to the Executive Director or PAC and recommend changes to enhance the project, as appropriate
- Work with the ED, write reports - interim and final - on the project for management and for funders

***Evaluate the Ongoing Project and the Project End - the Coordinator will***

- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards
- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase

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