

**Southwestern Wisconsin Community Action Program, Inc.**  
**Job Description**

**Job Title: Planning Coordinator**

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<b>Exempt (Y/N):</b> Y	<b>Salary Level:</b> 6
<b>Location:</b> Dodgeville	<b>Department:</b> CSBG
<b>Supervisor:</b> Wally Orzechowski, Executive Director	
<b>Prepared By:</b> David Vobora, Deputy Director	<b>Date Prepared:</b> 05/11/2020
<b>Approved by Board:</b> 06/25/2020	<b>Date Approved:</b> 06/10/2020

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The essential role of the Planning Coordinator is to plan and carry-out special projects that, typically, are not specific to any one specific program of the Agency, but pertain to multiple programs or the entire Agency. A notable exception would be when the special project has to do with new program development. The Planning Coordinator is often engaged in grant writing activities. The Planning Coordinator is responsible for Agency-level data and reporting.

**Examples of duties:**

1. As directed, prepare and submit funding applications and responses to Requests for Proposal to prospective funding sources. Primarily to non-governmental sources.
2. Serve as the project manager for assigned special projects.
3. Serve as the project manager and project analyst for the Agency's triennial community needs assessment.
4. Coordinate the preparation and submission of the Agency's annual Community Services Block Grant application.
5. Serve as the coordinator for the Agency's annual Community Services Block Grant monitoring.
6. Prepare and submit the Agency's Community Services Block Grant annual report.
7. Maintain the configuration for and oversee data uploads to the Agency's participant management database.
8. Carry-out ad hoc analyses of Agency and/or external data as requested.
9. Maintain a master calendar of all so-called "renewal grants," assuring that grant applications are submitted on-time, and that copies of submitted applications are retained on-file.
10. Maintain a master calendar of required reports, assuring that required reports are submitted on time, and that copies of submitted reports are retained on-file.
11. Maintain the Agency's records storage database. Establish and monitor file naming standards.
12. Serve as the project manager for updates to the Agency's strategic plan. Liaison with members of the Board of Directors as requested.

**Requirements:**

1. Bachelor's degree in a social sciences, organizational development or information technology field, or a similar course of study.
2. Knowledge of data management principles.
3. Ability to gather data through both primary and secondary research.
4. Knowledge of project management practices.
5. Excellent writing skills.
6. Highly organized. Strong planning skills.
7. Expertise with the Microsoft Office Suite of software. Ability to learn software quickly.
8. Access to vehicle for travel within service territory.
9. Proof of in-force Wisconsin automobile insurance.
10. Ability to pass Wisconsin criminal background check.

**Experience:**

1. Previous experience in a grant writing or fundraising role is preferred.
2. Previous experience with project management is preferred.
3. Previous experience working in a non-profit agency serving those who may be affected by poverty is preferred.

**Required Licenses/Certifications:**

- Valid Wisconsin Driver's License.