



## **Program Coordinator The Cook Family Foundation**

### **ABOUT THE COOK FAMILY FOUNDATION**

The Cook Family Foundation represents three generations of community service by the Cook Family in Shiawassee County, Michigan. The Cook Family Foundation serves as both a resource for the Shiawassee County community and as a catalyst for positive change to create a more equitable and sustainable society. We are a collaborative partner with nonprofit and community leaders. We adhere to the highest ethical standards.

### **ABOUT THE POSITION**

We are seeking a full-time, in-person Program Coordinator who will be integral to our Cook Family Foundation team in Owosso, Michigan and will work closely with the Executive Director and other team members. As a newly established position, you will have the opportunity to work on both scholarship programming, nonprofit capacity building support and other community initiatives. The primary responsibility areas are: scholarship events and recruitment, nonprofit partner coordination, and important administrative tasks including grant management. You will work on grant management, coordinate nonprofit partner support with consultants, and implement the scholarship recruitment cycle.

The job will include a wide range of tasks both large and small. Attention to detail, a high degree of self-motivation, and the ability to creatively problem solve are a must to working with our highly collaborative, fun, and mission-focused team. Experience in philanthropy is not required, but we are seeking candidates with curiosity about the sector, a strong sense of mission, and the ability to see even the smallest tasks as part of the overall impact and success of the Cook Family Foundation.

### **PRIMARY RESPONSIBILITIES**

- Support the team in planning and coordinating scholarship recruitment events, including overnight trips to the University of Michigan and local recruitment
- Assist with coordination and scheduling of U-M Campus Tours and other events; attend events as chaperone for both the Foundation and Shiawassee Scholars' trips
- Actively engage with grantee partners by listening to their needs and goals while building authentic relationships based on trust and respect
- Maintain and update website with scholarship information and nonprofit content
- Support social media marketing efforts
- Assist with board meeting preparation: printing packets, scanning documents, and communicating with board members
- Attend and take minutes for board meetings
- Engagement in the Shiawassee community and active involvement in local organizations
- Work as part of a cohesive, collaborative team emphasizing authentic relationships, courageous conversations, and ongoing learning

### **ONGOING AND SEASONAL RESPONSIBILITIES**

- Provide instructions and processes to high school students as they apply to the University of Michigan and their family
- Communicate with partners on scholarship work: Shiawassee County Area Schools, Shiawassee Scholars Staff, SRESA Team Members, and University of Michigan staff

- Track list of potential U-M students, communicate with high school counselors, and facilitate scholarship application process
- Assist with annual report and newsletter communication, planning, and implementation; maintain and update contact lists
- Coordinate with *Nonprofit Network* for event planning and individual partner management
- Assist in development and monitoring of grant agreements with all Cook Family Foundation grant recipients and partners
- Coordinate and implement grantee partner collective learning and networking opportunities.
- Coordinate with contractors for services including book-keeping
- General office administration duties at the Foundation

### **REQUIRED SKILLS AND QUALIFICATIONS**

- Bachelor's Degree in a related field; Experience with youth a plus
- A minimum of 1-5 year(s) in professional experience in education, nonprofit sector, or philanthropy desired
- Alignment with the Foundation's mission, vision, and values
- Passion for communicating about and amplifying the opportunities of attending the University of Michigan
- Excellent verbal, written, and interpersonal skills
- Ability to respond to changing needs of schools, parents, students, and teammates
- Familiarity with Google Suites, including Google Sheets, Google Forms, and Google Sites
- Demonstrated initiative, ability to work independently and think creatively about how to work with students, nonprofit organizations, and community partners

### **DESIRED AND HELPFUL QUALIFICATIONS**

- Experience with recruiting students for scholarships and post-secondary opportunities
- Experience with high school and/or postsecondary education systems
- Proficiency with social media platforms and network communication tools, including LinkedIn, Facebook, Instagram, and Google Suites
- Familiarity with QuickBooks and/or other professional accounting software
- Enthusiasm for nonprofit and community work in Shiawassee County and the willingness and ability to engage in community activities in Shiawassee County.
- Impeccable, integrity and trustworthiness, with an ability to handle sensitive information effectively and confidentially

*This description should not be construed to contain every function or responsibility that may be required to be performed in this job; others may be assigned.*

### **POSITION BENEFITS**

The starting salary is \$65,000 depending on experience and qualifications. Excellent benefits include 100% employer paid health and dental insurance, 3% IRA matching, and technology support/reimbursement.

**TO APPLY:** Submit a cover letter, resume, and three references to [jobs@cookfamilyfoundation.org](mailto:jobs@cookfamilyfoundation.org) by March 15, 2026.