



KENNARI
CONSULTING

Open Coordinator Position – July 2022

Since our start in 2007, Kennari Consulting has sought new thinking and smarter approaches to fundraising that serve the realities of the day and also strengthen nonprofits for the future. Our mission is to change the face of philanthropy, moving nonprofits of all sizes to greater capacity and meaningful impact within the communities they serve. We want to see more organizations with better tools and the resources they need – connecting donors to missions, using best practices, and engaging a broader community of donors.

Our vision is a future with **strong communities** supported by **sustainable organizations**, leading to **generational change**. Our company will model **equitable practices** to increase the voice and impact of those whom our clients serve. Our clients flourish because we partner and walk alongside them as they grow their efforts to fulfill their missions through **sound business practices** and **inclusive, asset-based frameworks** both in fundraising and program/project development. We are also a resource to the philanthropic community as partners in this work to create a **more compassionate, healthier, and more just society**.

We are seeking to add a full-time or part-time Coordinator to our team to provide administrative support with a variety of nonprofit clients. We are looking to diversify our team with a new perspective and fresh lens. We will structure the position (full-time or part-time) based on a variety of factors, including candidate's preference and Kennari Consulting's strategic priorities.

Key areas of accountability:

- Build capacity in clients through essential support of Kennari consulting team members and clients
 - Work closely with the Kennari team as an active participant and collaborative partner assigned to various campaign and/or project/program development clients.
 - Act in partnership with Kennari staff and clients to install a relationship-based model of philanthropy for long-term fund development success.
 - Provide project management for Kennari campaign client(s), functioning as an extension of the client staff team, including interacting with and managing tasks of campaign cabinets, committees, and board members.
 - Effective time-management and organizational skills to support various client projects.
 - Diligent notetaking and follow-up with Kennari team and clients, through the project management systems and/or email.
 - Scheduling and coordination of meetings needed by the project and consultant.
 - Administrative support through creation of meeting materials, including agendas, folders, binders.

- Reliable attendance for in-person and virtual meetings.
- Support company advancement and innovation
 - Adapt and maintain client-facing tools and internal resources.
 - Implement company-wide processes.
- Participate in company committees and offer a new perspective
 - Bring personal/professional experiences and a new lens to current processes and practices to better engage the full community in fundraising.
 - Identify opportunities for innovation and to build more equitable practices and outcomes.

Qualifications:

- Prefer a minimum of two years of related administrative support and customer service experience, preferably with some fund development or nonprofit experience/exposure.
- Ability to work collaboratively in a synergistic team, with a strong customer-service orientation.
- Professional presentation, with excellent verbal, written, and interpersonal communication skills.
- Computer literacy including Google Suite, Microsoft Office Suite, virtual meeting platforms, and comfort with other technology related tools (texting, email, Dropbox, apps for hours tracking/parking/etc.).
- Ability to multi-task and work independently and efficiently on various client and internal projects.
- Work effectively in a hybrid of virtual and in-person meetings in the West Michigan area, with occasional travel. Office, and majority of the team, is based in Grand Rapids, Michigan. Occasional evening and weekend hours may be required.

Each team member supports and enhances Kennari Consulting's culture and values:

Learning

Teaching is at the core of what we do at Kennari - it's even in our name. Helping clients understand the 'why' of our process ensures their success is long-term. And to be good teachers, we are always learning too. Philanthropy must be responsive to a changing world - new generations of donors, shifting economic trends, and evolving technology.

Results

Helping our clients achieve the results they need to advance their mission and serve their constituents is how we measure our success. Our holistic approach to consulting means we are always looking at the big picture, but decades of collective experience allows us to help clients prioritize for the greatest impact. Whether it is ensuring an event meets its goal, building the infrastructure for a successful capital campaign, or securing grant funds for a new program, our results-oriented process prioritizes equitable outcomes and long-term impacts.

Integrity

Nothing meaningful can be built without trust. Our commitment to acting with honesty and transparency ensures we are always accountable - this extends to our

clients, their constituents, and the community of donors that support them. We will never give advice that goes against that commitment and we will practice compassionate honesty with clients to ensure we can always stand behind our work.

Excellence

We strive to ensure that each member of the Kennari team reflects the organizational ethos of capable expertise, and that we are always prepared and ready to lead. Our team is professional, responsive, and creative in meeting the needs of our clients. Our commitment to excellence extends beyond our company's reputation or a client's bottom line - it's a commitment to advancing the work of transforming communities for the betterment of all.

Diversity, Equity, and Inclusion

We recognize that every individual possesses unique human experiences which shape their strengths, talents, and contributions within the workplace and within the community. We believe that these diverse skills and perspectives are essential to successfully supporting our clients through a comprehensive range of services. Therefore, we seek to engage diverse talent and intentionally promote an inclusive environment where every person's strengths, skills, perspectives, and contributions are valued and utilized to design collaborative efforts between our staff and our clients.

We are prioritizing diversity – and are leaning into the reality that there is a lot to learn.

What we offer:

We are committed to our employees and offer a compensation and benefits package for all employees. We believe in growth, advancement, and invest in professional development. Employees are encouraged to identify areas for growth and work with their supervisors to find and participate in professional development opportunities, ranging from webinars and classes to occasional conferences. We are fast-paced and committed to the work. We work hard to ensure Kennari's culture is one in which all team members feel safe and comfortable bringing their authentic self to work each day. If you are truly interested in partnering with nonprofits to create real community change, come join our team and help our company live out its mission today and long into the future.

This position will join the team as a Coordinator (pay range: \$19 – 24/hour).

Please email admin@kennariconsulting.com with any questions or to apply. Kennari Consulting is an equal opportunity employer.