

PROGRAM DIRECTOR

Job Overview and Requirements

Are you ready to apply your talent of understanding our community's needs to the leadership and growth of an innovative, philanthropic nonprofit? Do you want to work for an organization that connects people and resources to causes that strengthen and build our community in Jackson County? Do you want to be challenged at work, learn new things, and be on the cutting edge of dismantling the inequities in our community? Do you want to have a lot of fun, be inspired frequently, and make a significant impact? The Jackson Community Foundation (JCF) is looking for a **Program Director** to work with an experienced team to build and develop our existing grantmaking and scholarship practices.

Our story

JCF is experiencing a growth spurt in both assets and relationships. We need an experienced Program Director who can work with the rest of our small but mighty team to shape and implement ambitious grantmaking strategies. With support from the President & CEO and the rest of the team, this person will be responsible for the management of Grantmaking and Scholarship making processes and to join us in our mission by living our values every day at work. While JCF has already worked diligently to put our grant and scholarship policies and practices in place, our hope is to add an amazing leader to our team who will partner with us to bring this work to the next level.

Reports To - President & CEO

Essential Skills, Abilities & Duties

Facilitate and/or provide support to grantmaking processes (55%)

- Represent JCF at community events and key community initiatives which may include public speaking.
- Create positive relationships with nonprofit organizations/potential applicants/grantees in the Jackson area. Provide appropriate information regarding grant deadlines, application protocols, and guidelines.

- Identify and implement ways to make application processes more efficient and accessible, utilizing GoApply, JotForm and other electronic application platforms.
- Oversee competitive processes for grants awarded from the Community Needs Endowment Fund (i.e. Communities in Action, Program & Operational Support, and Systems Change) in accordance with JCF established procedures and maintain applicants' files/records in akoyaGO.
- Coordinate with Donor and Community Relationship Director to identify Donor Advised Funds/Field of Interest Funds that may want to align grantmaking with competitive grant rounds.
- Prepare and analyze grant applications for review.
- Provide staff support to Grant Committee and develop meeting agendas with the assistance of the Committee Chair and Staff.
- Conduct and document due diligence on all funded grant requests.
- Notify applicants of funding decisions; process Grant Agreements; determine from which funds payment will be made; request checks and mail checks to grantees.
- Follow-up with grantees regarding outcomes and evaluation and prepare annual grant outcomes report.
- Research and keep current on giving trends, gaps in community services and progressive and innovative ideas as it relates to the nature of the Foundation.

Organize and facilitate scholarship process (35%)

Work cooperatively with the Youth Advisory Committee & Scholarship Coordinator and Administrative Assistant to:

- Collaborate with the College and Career Access Center to provide information to the schools and community on available scholarships and the application process.
- Update annual scholarship application and problem-solve applicant issues.
- Process applications and determine eligible applicant pools.
- Identify volunteer application reviewers and assign applications for review.
- Enter selections in akoyaGO and assist in preparing funding recommendation ballot for Board of Trustees.
- Notify applicants (and high schools) of funding decisions; process Scholarship Agreements; determine from which funds payment will be made; request checks and mail checks to recipients.
- Assist Marketing & Communications Director in the development of the annual "Scholarship Yearbook."
- Assist President & CEO with scholarship donor relationship building.

General Operations (10%)

- Provide administrative support to all staff with office tasks, including but not limited to, answering the phones, event planning, fundraising, annual reports and various projects.
- Actively engage in maintaining akoyaGO, including preparing reports, and keeping records current and accurate.
- Conform with and abide by all regulations, policies, work practices and instructions.
- Participate in ongoing training and education.
- Perform other duties as assigned.

Our Hiring Process and Timeline

- Send your resume and cover letter to mmoser@jacksoncf.org **no later than Monday, October 21 at 5:00 PM**
- We will conduct short phone interviews on a rolling basis throughout the timeline and begin in-person one-hour interviews.
- Finalists will be invited to a second-round one-hour interview and asked to submit at least two references.
- JCF is an equal opportunity employer. We do not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of our activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, board, volunteers, partner organizations, grantees, scholarship recipients, donors, and vendors.

Essential Experience and Knowledge

- A great sense of humor and grace!
- A minimum of two years of work experience as a Grant and/or Scholarship Program Administrator, community foundation or non-profit experience preferred
- Able to attend limited evening and weekend events
- Commitment to our mission, vision, and values of acting with Integrity & Transparency, Embracing Diversity & Inclusion, Advancing Equity, and Inspiring Partnerships, Collaboration & Collective Impact
- Excellent communication skills, both written and verbal
- Proficiency with Microsoft Office, Adobe Pro, Survey Monkey, JotForm, akoyaGO and other related software programs
- Experience managing multiple assignments/projects and conflicting priorities with the pressure of short, demanding deadlines in a fast-paced environment

- Flexibility and adaptability, able to shift styles to fit the needs of a wide range of cultures, people, and organizations
- Enthusiasm and understanding of the Foundation mission, vision and values.
- High emotional intelligence, able to easily develop deep, trusting relationships with diverse individuals from many different backgrounds
- Ability to take initiative, work independently, and work as a member of a team
- Love of continuous learning

Compensation and Benefits

- Pay range of \$25 to \$30 per hour based on experience
- Looking for a non-exempt position, Full-time, working 36 – 40 hours per week. We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked
- For Full-time employees, we offer up to 25 days of PTO, 13 paid holidays, and a flexible, family-friendly schedule
- For Full-time, we provide medical, dental, vision, life insurance, long-term and short-term disability benefits with JCF covering over 80% of the costs of the package for the employee
- For all employees, we offer up to a 5% match for our 401K