



Programs and Community Engagement Associate Position Description

Job title: Programs and Community Engagement Associate

Reports to: Executive Director

Hourly Non-Exempt

General Summary

Overall responsibility includes providing support and customer service for the Foundation's competitive and donor directed grant making. Will work to continually enhance communications to support the Foundation's grant cycles and enrich the overall public messaging related to grant impact. Serve as the staff lead for the annual event and socials that meet the goals of the Foundation.

Essential Position Functions

Manage all Foundation donor-directed grant programs and scholarships, which includes working with staff, fundholders and school districts to distribute grants from applicable funds.

Plan and execute the annual "Seedlings to Shade Trees" event and social events, working closely with staff and volunteer committee members.

Engage with grant applicants, nonprofit and volunteer leaders, and community leaders to stay informed about local and regional issues, and assess how the Foundation can contribute, if applicable.

Collaborate with staff and committee members to coordinate the Foundation's competitive grant cycles.

Support local charity leaders throughout the grant process, offering guidance, training and assistance using the Foundation's online tools.

Oversee and ensure that the online grant application system and reporting tools remain user-friendly, current, and efficient for fundholders, committee members and grant applicants.

Maintain and execute the Foundation's due diligence and related policies for grantmaking programs and procedures.

Coordinate with designers, photographers, and writers to capture grantee interviews, videos, stories and photos for use in Foundation publications and marketing materials.

Create content for the quarterly e-newsletter and social media, highlighting the Foundation's grant work.

Assist with updating and maintaining information in the Foundation's database.

Periodic or Secondary Position Functions

Work collaboratively with designers and fellow staff on the production of the Annual Report.

Keep current regarding developments and trends that may enhance the Community Foundation granting.

Take part in professional development opportunities as recommended/approved by Executive Director.

Assist with general clerical duties, including coverage of the office, answering phones, and greeting visitors.

Collaborate with staff to ensure the daily workings of the Organization.

Perform other duties as assigned. (These are intended to describe the general requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities, or requirements.)

Minimum Requirements

Bachelor's degree preferred, Associates required.

Proficient with Microsoft Office365 and have the ability to become adept at using internal software system for grant and donor management.

Aptitude and experience with event management and organization in a professional environment.

Superior interpersonal skills for effective collaboration with community leaders, grantees, donors, designers and staff.

Desire to serve in a nonprofit working environment with strong customer service orientation and an ability to make people from various backgrounds feel at ease.

Meticulous attention to detail, along with excellent organizational ability; ability to multi-task, track multiple projects, meet deadlines, and set priorities

Relationship builder with flexibility, integrity, and credibility.

Physical and Mental Requirements

Work in a normal office environment and able to manage physical tasks associated with event setup and takedown.

Manipulation of objects by both hands is required on a continuous basis for computers and office equipment use, etc.

Requires normal hearing and sight on a continuous basis.

Operation of a motor vehicle is required, along with the ability to lift objects up to 30lbs on an occasional basis.

Daily use of stairs is required.