



Program Director

Job Description

Description of Position:

The Program Director is a salaried, full-time exempt position, that requires an average of 37.5 hours of work each week. The Program Director reports to the Executive Director, and oversees the grantmaking activities of the Foundation, Community Initiatives, G. Martin Kenney, Hagan Family Advised Fund, Lloyd Ness Family Fund, and PULSE. The Program Director processes all grants, and provides direction and support to the Foundation's grantmaking program, according to policies, procedures, goals, and objectives established by the Board of Directors. The Program Director manages the online grant portal Foundant GLM and assists with CFNC's scholarship program.

Duties and Responsibilities:

PROGRAM OFFICER

- Monitor community needs, consults with community planning organizations, and provides research support in identifying pressing community issues. Report findings to the appropriate grantmaking committee and other staff members.
- Build relationships between CFNC and organizations, agencies, and prospective donors.
- Maintain an accurate file system for all CFNC grants and all other grant programs.
- Train and educate grantmaking committee members on best practices and effective strategies for grantmaking.
- Train grantmaking committee members on the online grant portal Foundant GLM.
- Work with Dekko Foundation and Crossroads United Way on non-profit educational workshops/trainings.
- Assist Executive Director with CFNC initiatives (such as impact investing program).

GRANTS

- Investigate and evaluate grant proposals; conduct applicant interviews and site visits; and prepare and present grant information to the appropriate grantmaking committee(s) for approval.
- Schedule and coordinate grantmaking committee meetings, prepare agendas, summaries, minutes, and recommendations, and develop follow-up materials.
- Review grant proposals and secure additional information as needed.
- Coordinate the activities of each grantmaking committee by preparing and distributing annual grantmaking guidelines.
- Assist Board and grantmaking committees by developing and modifying grant application materials to capture the best information from applicants.
- Provide input and advice on marketing materials and online web information related to grantmaking.



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- Communicate with grantseekers and manage grant proposals.
- Monitor grant performance and conduct post-grant evaluations.
- Review programs for their adherence to stipulations of grant guidelines and financial accountability.
- Evaluate and report on impact of grants when requested.
- Provide grant-related information and pictures to the Director of Communications & Scholarships for use in press releases, Foundation newsletters, annual reports, and other publications.
- Record and distribute minutes from all grantmaking committee meetings.
- Serve as a community catalyst and convener.

PULSE NAVIGATOR

- Provide support and empowerment to members of PULSE as they learn and practice philanthropic skills and knowledge.
- Develop and maintain positive, developmental relationships with members of PULSE.
- Act as a champion for youth philanthropy in Noble County.
- Attend PULSE meetings.
- Maintain a positive working relationship with the Dekko Foundation and other investors.

OTHER

- Provide annual action plan and goals to the Executive Director.
- Represent CFNC & CI at community events and ad-hoc groups convened by the Foundation or other agencies to address important community concerns.
- Maintain cleanliness of office and common spaces throughout CFNC.
- Perform other duties and responsibilities assigned as necessary or requested by the Executive Director.
- Become familiar with all CFNC policies and guidelines.

Updated 8/31/2022

