

PARK COUNTY COMMUNITY FOUNDATION

JOB DESCRIPTION – PROGRAM DIRECTOR

Position title: Program director, 40 hours per week, exempt

Function: The program director is responsible for researching and analyzing community needs and opportunities in concert with the Community Foundation mission to create initiative and grantmaking opportunities in Park County, Montana. Working closely with the Foundation executive director and counterparts/leadership in other Park County nonprofit, government, school, and private sector entities, the program director oversees or provides direct involvement to the coordination and administration of all aspects of an ongoing community program including planning organizing, staffing, leading and controlling program activities.

Overview: Reporting to the Executive Director, the program director is specifically responsible for developing knowledge of key community issues, performing community outreach, policy-needs analysis and initiative development, communications relating to programs and grantmaking, creating grant programs to bolster nonprofit collaboration and cooperation, and general program management.

Responsibilities include:

Community Assessment and Leadership

- Maintain the Foundation's leadership role in the facilitation of the Park County Early Childhood Coalition, providing oversight to the Park County Early Childhood coordinator when that position is funded through state and/or federal programs.
- Investigate and share in-depth knowledge of community issues across Park County. Make recommendations about emergency and emerging needs, innovative programs and other opportunities
- Convene groups to create collaborations and to address community issues.
- Schedule and lead community/program committee meetings and provide agendas, minutes and written reports.
- Communicate Foundation policies and procedures to agencies, the public, volunteers, and potential donors.
- Implement and oversee community initiatives, special grants and convenings.
- Maintain knowledge of the programmatic funding priorities of state, regional and national foundations, and secure support as appropriate for Park County needs and opportunities.

Annual Community Grantmaking

- In coordination with the Chair of the discretionary Annual Grants Committee, manage the annual community grantmaking program through call for applications, evaluation, award and follow-up evaluation.
- Provide staffing support to Grants Committee as it evaluates proposals for funding.
- Monitor, evaluate and document performance of grants.
- Coordinate and conduct workshops to help nonprofits and the community understand and meet the Foundation's grantmaking guidelines.

- Identify potential projects to be highlighted in newsletter articles, website news, press releases and social media to communicate information about Community Foundation grantmaking.
- Schedule and conduct site visits and interview meetings.
- Work with executive director to execute annual Give a Hoot giving challenge.

Program Management

- Manage and provide oversight for strategic community initiatives.
- Develop, assess and leverage partnerships to achieve greater community impact.
- Prepare reports on the status of initiatives.
- Answer all questions about program guidelines and processes.
- Maintain calendar of all program activities and reporting.
- Develop training for all grants committees.
- Produce all communications and correspondence for grants and programs.

General Responsibilities

- Ensure clear and direct communication with Executive Director in all areas of responsibility.
- Create and distribute communications for grants, initiatives and programs.
- Event planning.
- Maintain a local and state level network of contacts and resources.
- Manage budgets and reports for grants received to support internal programs.
- Other duties as assigned.

Minimum qualifications

- Bachelor's degree.
- Minimum three years of progressively more responsible experience in nonprofit sector, philanthropy, or similar fields; individuals with comparable business experience may be considered as having equivalent experience.
- Strong customer service/donor development skills.
- Highly organized and self-motivated; ability to collaborate with co-workers, foundation peers and community leaders.
- Proven track record of success in areas of prior experience.
- Ability to maintain confidentiality and tact with highly sensitive personal and financial information.
- Strong interpersonal and networking skills among diverse constituent groups.
- Experience in leading and facilitating community coalitions.
- Demonstrated analytical and evaluative skills.
- Excellent oral, written and computer skills including database management, competency in Microsoft Office suite products, WordPress and web research.
- Ability to effectively interact and communicate with others in a professional and appropriate manner while maintaining a healthy sense of humor.
- Knowledge of nonprofit sector and familiarity with Park County preferred.

Apply via email with a cover letter, resume and three references to: Jessica Lilley at office@PCCF-Montana.org

Or mail applications to:

Jessica Lilley
Park County Community Foundation
PO Box 2199
Livingston, MT 59047