

Charlottesville Area Community Foundation (CACF)

Job Description

Programs Manager II

Reporting to the Director of Programs, the Programs Manager II is responsible for CACF's large grant programs and providing overall support to the programs function. S/he has primary responsibility for administering award phases for all large grant programs, conducting due diligence, developing recommendations, and tracking grant partner results. S/he serves as the primary contact for grantseekers applying to large grant programs and manages related open houses, partner communications and inquiries. S/he works closely with the Director of Programs to communicate grant recommendations to review committees and to conduct site visits and engagement opportunities. S/he supports the Foundation's deepening practice to increase accessibility and trust-based approaches that broaden the Foundation's reach into the communities it serves. S/he is also responsible for staying informed of relevant community trends and activities affecting CACF's service area.

Specific responsibilities include:

- Manage the large grant programs (Strengthening Systems and Shaping Futures) from inquiry to decision and close of grant
- Manage large grant partner relationships and communications, organize engagement and follow-up opportunities, problem-solve challenges, track progress, and maintain accurate records
- Support the Director of Programs to develop and implement strategies to achieve equitable access to Foundation resources and achieve equitable results in the region
- Annually review existing grant policies and procedures and make recommendations for improvement
- Organize regular grantseeker information sessions and other educational/engagement programs, in partnership with the Director of Programs and the Programs Manager I
- Provide technical assistance to grantees and applicants
- Provide support for the planning and execution of Grants Portfolio Committee and other group meetings (agendas and scheduling)
- Research and stay informed about community trends affecting the Central Virginia area
- Monitor related grantmaking approaches, relevant issues, and trends, reviewing publications and attending related conferences, meetings, and other events as appropriate
- Monitor media (print/social/broadcast) and provide articles/photos for newsletters, the annual report, the website, social media, and all other communications, highlighting grants and other community foundation programs and events

Person specification

The Programs Manager is passionate about grants best practice and is knowledgeable about the community. S/he is a good listener, has strong interpersonal skills, and can communicate clearly and effectively with diverse stakeholders. S/he has strong organizational skills, is detail-oriented, can prioritize multiple tasks at once, and can work comfortably to deadlines. S/He has strong facilitation and strategic planning skills to organize multi-partner initiatives. S/he has strong values around equity, diversity and inclusion. S/he can work independently, but s/he also works compatibly with others and has good oral and written communication skills. S/he possesses a high degree of personal and professional integrity and 3-5 years of relevant grantmaking, nonprofit or community experience.