



Charlottesville Area Community Foundation (CACF)

Job Description

Programs Manager

Reporting to the Director of Programs, the Programs Manager is responsible for CACF's grant programs and providing overall support to the programs function. They have primary responsibility for administering award phases for discretionary grant programs, conducting due diligence, developing recommendations, and tracking grant partner results. They serve as the primary contact for grant-seekers and manage related open houses, partner communications, and inquiries. They work closely with the Director of Programs to communicate grant recommendations to review committees and to conduct site visits and engagement opportunities. They support the Foundation's deepening practice to increase accessibility and trust-based approaches that broaden the Foundation's reach into the communities it serves. They are also responsible for staying informed of relevant community trends and activities affecting CACF's service area.

Specific responsibilities include:

- Manage discretionary grant programs from inquiry to decision and close of grant including project design and engagement.
- Manage 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 grant-seeker information sessions and other educational/engagement programs, in partnership with the Director of Programs and the Programs Team
- 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 region
- 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 in collaboration with the Foundation's Marketing & Communications Manager

Person specification

The Programs Manager is passionate about grants best practices and is knowledgeable about the community. They are a good listener, have strong interpersonal skills, and can communicate clearly and effectively with diverse stakeholders. They have strong organizational skills, are detail-oriented, can prioritize multiple tasks at once, and can work comfortably to deadlines. They have strong facilitation, program design, strategic planning, and evaluation skills to organize multi-partner initiatives. They can take initiative and value creativity and innovation. They have strong values around equity, diversity, and inclusion. They can work independently, but also compatibly with others and have good oral and written communication skills. They possess a high degree of personal and professional integrity and 3–5 years of relevant grantmaking, nonprofit, or community experience.