



Position: Program Associate

Status: Non-Exempt

Reports to: Chief Executive Officer

Summary of Primary Duties:

Under the direction of the Chief Executive Officer, the Program Associate's primary responsibilities are 1) to manage all scholarship and loan funds at the Foundation, 2) to assist the CEO with fund holders and the development of scholarship fund and 3) provide support for grantmaking with the Program Officer.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with the development, management, planning, and administration of all the Foundation's scholarship and loan funds
- Serve as subject matter expert on local, state and national scholarship regulations, compliance requirements and best practices and apply to Foundation scholarship programs and policies
- Create and manage an Endowed Pooled Scholarship Fund – consolidating existing scholarship funds in a pooled fund
- Develop and administer a more sustainable workplan to manage scholarship funds not consolidated into Endowed Pooled Scholarship Fund
- Maintain membership with the National Scholarship Providers Association; utilizing resources to align Foundation programs with the industry standards and participating in regular educational/professional development opportunities
- Provide administrative support to the Program Officer for all grantmaking cycles and processes
- Assist with the Foundations efforts to innovate giving, including strategies for engagement of new donor categories
- Act as staff liaison for Shasta Regional Community Real Estate Foundation (CREF) alongside CEO
- Create a world-class experience for Community Foundation donors, students, and the professional advisor community
- Assist with scholarship donor identification, cultivation, and solicitation with CEO and Director of Planning Giving as needed

Competencies:

- Relationship-driven individual who easily establishes rapport and trust with diverse audiences and who has a reputation for leading through influence tempered by humility
- Possess exceptional written/verbal communication and interpersonal skills
- Easily connect with community partners as well as a group of prospective funders and civic leaders and students seeking financial assistance
- Excellent project management skills
- Demonstrated ability to meet deadlines
- Independent judgment is required to plan, prioritize, and organize a diversified workload
- Strong team player known for collegiality and predisposition to work collaboratively

Supervisory Responsibility:

This position has no supervisory responsibilities.

Position Type/Expected Hours of Work:

This is a full-time position. Hours of work and days are Monday through Friday, 8 a.m. to 5 p.m. Weekend and/or overtime hours may occasionally be expected.

**Travel:**

Local travel is expected for this position in addition to reliable transportation, minimal overnight travel may be required. Valid driver's license, proof of auto insurance coverage and willingness to complete and sign the CA DMV Pull Notice Program Waiver (INF-1101) for authorization for release of driver record information is required.

Education and Experience:

- Bachelor's degree or equivalent
- Knowledge local, state and national scholarship regulations, compliance requirements and best practices (preferred)
- Knowledge of local, state, and national scholarship regulations, compliance requirements, and best practices (preferred)
- While knowledge of community needs in the North State is preferred, an understanding of how the public, private and nonprofit sectors work together are a considerable asset
- Proficient in current Microsoft Office Suite, Google Docs and Forms, internet savvy

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position also operates outside occasionally.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift office products and supplies, up to 20 pounds, open filing cabinets and bend or stand, as necessary. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

EEO Statement:

Community Foundation of the North State is an Equal Opportunity Employer.

Other duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.