

PROGRAM OFFICER

Position Location: Caro, MI

Application Deadline: January 6, 2025, or until filled

ABOUT THE ORGANIZATION

The Tuscola County Community Foundation (TCCF) is a philanthropic organization with a mission of making Tuscola County a better place to live. TCCF seeks to have a lasting positive impact in the community by supporting projects that benefit the residents of TCCF's service area.

POSITION DESCRIPTION

The Program Officer supports the Foundation's grantmaking, special projects, and youth advisory council as guided by the Executive Director. This is a full-time position. Over time the position will adapt to the needs of TCCF's growth.

RESPONSIBILITIES

- Management of grantmaking process including the intake of applications, due diligence, proposal review.
- Contact applicants to request missing documents or information from grant applications or reports and provide technical assistance with application and report submissions.
- Ensure compliance with grant agreements, reporting requirements and regulatory standards.
- Prepare grant-related materials
- Responsible for preparation of award letters, declination letters and grant agreements
- Manage organizations grants CRM program
- Keep current on related and relevant topics and issues and grants management best practices
- Complete special projects and assignments as needed and provide support when requested for Foundation activities
- Provide liaison staff support for multiple projects of the Foundation as assigned
- Develop strategic relationships with members of the Foundation, nonprofit organizations, business and community leaders in continued efforts to better the community
- Provide support and primary liaison role with youth advisory committee
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree in non-profit management or related field preferred
- 2-5 years in foundation grant management and non-profit administration, or philanthropy preferred
- Experience with CRM programs (e.g., Akoya, Foundant) preferred
- Detail oriented with excellent written and verbal skills

- Self-starter with the ability to manage multiple projects while meeting established deadlines
- Strong organizational skills and ability to plan and prioritize projects
- Working knowledge of Microsoft Office Suite and other software in addition to standard office equipment
- Ability to analyze budgets, financial statements, and balance sheets
- Knowledge of Tuscola County preferred
- Strong interpersonal skills and ability to work collaboratively with persons from diverse backgrounds and experiences
- Ability to respond to internal and external inquiries in a timely manner
- Demonstrate ability to be a team player and support the organization
- Ability to handle confidential information in a professional manner
- Able to work with minimum supervision
- Knowledge of and experience in youth and education related programs and activities

SALARY & BENEFITS

- Salary range \$40,000 - \$55,000, commensurate with experience
- Simple Plan IRA

HOW TO APPLY

- Application deadline is January 6, 2025, or until position is filled
- Please send cover letter and resume to: Tuscola County Community Foundation, Attn: Executive Director, P.O. Box 534, Caro, MI 48723 or email to: JHunter@tuscolaccf.org.
- Applications will be reviewed on a rolling basis until the position is filled.