**PROGRAM OFFICER JOB POSTING – January 3, 2025**

**Position Location**: Caro, MI

**Application Deadline**: January 27, 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 on 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 people 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 $48,000 - $55,000, commensurate with experience
* Simple Plan IRA
* Flexible work schedule

**HOW TO APPLY**

* Application deadline is January 27, 2025, or until the position is filled.
* Applications will be reviewed on a rolling basis until the position is filled.
* Please send a cover letter and resume to:

Tuscola County Community Foundation

Attn: Executive Director

PO Box 534

Caro, MI 48723

or

Email to: [JHunter@tuscolaccf.org](mailto:JHunter@tuscolaccf.org)