CAREER OPPORTUNITY
Program Administrator

About the Foundation

The mission of the Sacramento Region Community Foundation is to transform our community through focused leadership and advocacy that inspire partnerships and expand giving. As the trusted steward of charitable assets, a community catalyst for meaningful change and the advocate for shaping vital impact through philanthropy, we provide leadership and work with others to produce a thriving community exemplified by opportunities for all to:

- Reside and work in a vibrant economy
- Benefit from a strong nonprofit sector
- Flourish through the strength of our diversity
- Live with a sense of dignity and self-worth

Learn more about the Foundation's mission, vision, and values.

Operating within the Impact department at the Foundation, the **Program Administrator** will join a team whose purpose is to advance philanthropy through community leadership and engagement, strategic initiatives and its programs, grantmaking and scholarships. In 2015, the Foundation launched four new Strategic Initiatives (SIs), and since then its Impact department has seen fast growth in its strategic community engagement efforts, leveraging other impact and philanthropic opportunities for the Foundation. The four SIs are: *Expanding Philanthropy in the Social Economy*, *Connecting the Regional Food Economy*, *Preparing Students to Succeed in the New Economy*, and *Transforming the Creative Economy*. This work will be guided by the Chief Giving Officer to advance the Foundation's impact areas in its four-county region (El Dorado, Placer, Sacramento, and Yolo) through its general grantmaking, programs, and strategic initiatives. In partnership with its many donors, grantees, community partners, Foundation board and staff, the Impact team ensures that the Foundation's overall impact area goals and objectives are achieved according to national compliance standards.

More information about the Foundation's SI's can be found here.

About the Opportunity

Under the guidance of the Chief Giving Officer (CGO), the **Program Administrator** is responsible for administrative support for the Impact department of the Foundation, which includes programming and grantmaking under the Foundation's Strategic Initiatives as well as its Immediate Need and Field of Interest grantmaking. Work will also be directed by the Community Impact Officers and Scholarship and Grants Manager responsible for programming or grantmaking within each of the Strategic Initiatives, with 50% of the work dedicated to the *Expanding Philanthropy in the Social Economy* initiative (specifically, its Big Day of Giving and GivingEdge programs) and the other 50% to the remaining SIs. The Program

Administrator will also function as backup to the Senior Program Associate on administrative matters on an as-needed basis.

A minimum of 3-5 years work experience, familiarity with the philanthropic and nonprofit sectors is preferred, and a college degree desired, but significant and relevant work experience may substitute. This is a full-time, non-exempt position.

<u>Key Program Administrator Responsibilities</u>

Provides both support and coordination as well as some independent work for ongoing and special assignments related to the Foundation's key initiative areas, which may include:

- Meeting and Event Coordination: All planning and logistics will fall broadly under three main areas
  - o Special Events: Coordinating special events on content-based issues (i.e. Big Day of Giving orientations, bootcamps, trainings, and nonprofit networking events; grantee convenings and site visits; special content area convenings related to the Strategic Initiatives)
  - o Committee Meetings: Support to the Community Impact Committee, a Foundation Board of Directors committee responsible for the Strategic Initiatives and grantmaking, and other committees as required (i.e. Big Day of Giving events committee or bootcamp training committees)
  - o Impact Team Coordination: Responsible for coordinating the Impact team staff meetings and/or special 1:1 meetings with grantees, donors, board members, or other constituents
- Information Systems and Data Support:
  - o Acting as administrator for GivingEdge, the region's first nonprofit database, and as backup with other Impact department technology tools (ie grants and scholarship management systems)
  - o Coordination of nonprofit onboarding process for Big Day of Giving and GivingEdge website
  - o Be skilled in manipulating Excel or other spreadsheets and data and having a general understanding of program, evaluation, and financial data
- General Administrative:
  - o Assisting in tracking Impact department budget
  - o Functioning as key collaborating liaison with other Foundation departments and being part of the overall Foundation administrative team
  - o Supporting the portfolio and grants management of the Foundation's unrestricted, Field of Interest, and scholarship grant funds
  - o Communications, such as organizing ConstantContact email notifications for Requests-for-Proposals, Impact special events and meetings, and/or e-newsletters
  - o Additional duties as required, which may include the following activities: communications, marketing and outreach, publishing website content, social media support and management of accounts, and participating in ad-hoc projects as assigned

<u>Requirements</u>

- Clearly communicates internally within the Foundation team and externally to diverse audiences, with knowledge, diplomacy, tact, patience, flexibility, and courtesy
- Demonstrates ability to be exceedingly well-organized and flexible, a self-starter and work independently and within a team, with the proven ability to multi-task, set work priorities, track projects and meet deadlines

- Is an early technology adopter, with fluency in computer and cloud-based applications, including word processing, email, search, database, presentation (such as most MS Office suite of applications, including Outlook, Excel, PowerPoint; Adobe Acrobat Pro; familiarity with web-based CMS such as ConstantContact, Surveymonkey, Eventbrite); familiarity with working within an HTML or website interface content a plus
- Possesses strong interpersonal skills including excellent listening, public speaking, oral/written communications
- Upholds highest ethical standards of integrity, fairness, and confidentiality as a colleague and funder
- Demonstrates robust ability to problem-solve using analytical and reasoning skills to maintain, identify, and make recommendations to improve operational systems
- Expresses eagerness to test new systems, ideas and innovative approaches to philanthropic grantmaking
- Believes in a shared value of equity with proven capacity to work in a multicultural and inclusive workforce, including sensitivity in working with and for individuals and groups from diverse cultural, life, and socioeconomic backgrounds
- Ability and willingness to travel regionally and work early morning, evenings or weekends as needed
- Able to bend, lift and move up to 25 pounds

How to Apply

The Sacramento Region Community Foundation **is an equal opportunity employer.** Position will be open until filled. Interested applicants are requested to submit cover letter and resume to: resume@sacregcf.org.

Salary based on experience. Competitive benefits package offered. No phone calls and no recruiters please. Relocation expenses will not be provided.