



The Piqua Community Foundation program manager job description & call for applications

The Piqua Community Foundation announces the opening of its program manager position and is soliciting applications from qualified candidates. The Piqua Community Foundation encourages charitable giving to benefit the citizens of Piqua and provides a variety of methods for donors to help fulfill their charitable giving wishes.

Under the direction of The Piqua Community Foundation executive director, the program manager is responsible for leading the organization's day-to-day operations for grant and scholarship programs as well as assisting with long-term projects and special events. This position offers a professional opportunity to serve the Piqua community while enjoying a flexible and fun work environment.

The program manager will serve a critical operational role on a two-person staff team with an engaged Board of Directors. Applicants should have a demonstrated track record of representing an organization in a positive and professional way and be ready to step into a high-visibility role managing donor, beneficiary and partner relations activities.

Essential duties and responsibilities:

- Facilitate the application and the committee's selection processes through The Foundation's standard grant cycles twice a year
- Facilitate donor-advised, donor-designated and personal gifting account distributions based on donors' and committees' direction
- Facilitate the application and the committee's selection process through The Foundation's scholarship programs
- Schedule and lead meetings with donors and committees in facilitation of grant and scholarship awards
- Prepare written materials including press releases, marketing materials, correspondence, agendas, minutes and reports
- Prepare board notebooks and meeting packets, maintain board contact and committee lists, and support board members, volunteers and donors as needed
- Assist with the development and management of the organizations' website, social media accounts and external web listings
- Assist with planning and implementation of meetings and special events
- Represent the organization at community meetings and events
- Support donor solicitation and other fundraising efforts
- Serve as back-up to the executive director on all operational tasks
- Answer the phone and maintain email correspondence
- Pick up and drop off mail, checks, deposits and other documents
- Maintain an orderly filing system (both electronic and paper) and office space
- Maintain donation and disbursement databases
- Perform other duties as assigned



Desired knowledge and skills:

- Bachelor's degree (preferred) or associate degree from an accredited four-year college or university in a related field or any combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential functions of the job
- Experience in nonprofit management, fundraising and communication
- Established relationships in the Piqua area nonprofit and business communities
- Excellent verbal and written communication skills
- Accuracy and attention to detail
- Ability to take initiative and work independently as well as collaboratively
- Ability to maintain confidentiality of donor and applicant information
- Ability to maintain objectivity with grant and scholarship applications
- Professionally represent the organization throughout the community
- Interest in the organization's mission and supporting our community
- Experience with MS Office applications such as Excel, Word, PowerPoint and Publisher
- Experience with Google applications such as Mail, Calendar, Drive, Sheets and Slides
- Experience with the web design software WordPress

Location: On-site at The Piqua Community Foundation office, 209 West Ash Street, Piqua, Ohio. Other area locations as needed.

Schedule and compensation:

The program manager works an average of 30 hours per week, generally between 8 a.m. to 3 p.m. Monday to Friday, with the ability to flex to additional hours during grant and scholarship seasons and for special events such as Pitch Piqua and The Foundation annual meeting. Flexibility is expected for other commitments outside of these hours as well, with advance notice, and is reciprocated for personal time off as needed.

The hourly wage is expected to be between \$25 and \$28 per hour based on experience and qualifications. The Foundation does not offer insurance, paid time off or retirement benefits.

For more information:

Visit our website at piquacommunityfoundation.org for organizational and programmatic background. Contact Executive Director Michelle Perry at 937.615.9080 or michelle@piquacommunityfoundation.org for additional details about the position.

To apply:

Submit a cover letter, resume and three professional references to Executive Director Michelle Perry at michelle@piquacommunityfoundation.org. The position will remain open until a qualified candidate is found.

Date posted: April 21, 2022

Desired start date: Early July 2022