

Wyoming Community Foundation Job Description

JOB TITLE: Program Associate	REPORTS TO: Associate Director of Programs
INCUMBENT:	POS. STATUS: Exempt

POSITION SUMMARY: The Program Associate is an integral part of the Wyoming Community Foundation Programs Team and manages the WYCF's competitive grantmaking program. Responsibilities include providing technical assistance to applicants and grantees, working with advisory boards and committees, proposal evaluation, strategic communication, education and outreach.

WYCF is committed to creating and maintaining a workplace in which all staff members have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and how we do business and is an important principle of sound business management.

Position Functions & Responsibilities

A. 75% - Grantmaking and Administration

- Manages the internal and external review processes, including determining the need for outside experts
- Learns and sustains competence on the grantmaking software and all grant processes
- Supervises the grant application processes and ensures that the Foundation completes due diligence on all submitted requests for funding
- Works closely with the supervisor to design and implement application guidelines for the general grants and special initiatives
- Evaluates proposals and makes funding recommendations related to the competitive cycles
- Provides technical assistance to applicants and grantees
- Evaluates final reports and other metrics for grantmaking programs
- May assist with special events as necessary

B. 25% - Education and Outreach:

- Represents the Foundation at events around the state and presents on WYCF competitive grants cycle as necessary, including webinars and other related outreach
- Serves as the primary grant liaison for local advisory boards and committees
- Works with the communication staff as needed to prepare content for media releases, social media posting, and updates to the website
- Other duties as assigned by supervisor

Experience & Qualifications

- Bachelor’s degree preferred; or experience equivalency
- Strong computer skills in basic software and web-based platforms
- Interest in Wyoming, community, non-profit organizations, and charitable giving
- Ability to develop strong relationships and partnerships with individuals from diverse and marginalized backgrounds
- Demonstrated skill in public relations managing complaints and overcoming objections
- Evidence of strong reasoning and strategic problem-solving skills

Personal Attributes & Physical Demands

- Must have excellent analytical and organizational skills
- Must have excellent oral and written communication skills in English
- Must have a high degree of self-awareness and emotional intelligence
- Maintains confidentiality of sensitive information regarding any WYCF records and data
- Regular attendance is an essential job function. The position will typically work 40 hours per week and may include nights or weekends as necessary
- Ability to work daily and function effectively in stressful situations
- May be required to work frequently outside core business hours as needed to meet deadlines
- Must be able to perform the essential duties and responsibilities requiring a high level of mental effort and strain
- Adheres to all company policies and procedures and maintains a safe work environment
- Some lifting of boxes necessary – up to 30 lbs.
- Travel is required; up to 30% of work hours. A valid driver's license is required

The Wyoming Community Foundation aspires to create a safe, welcoming, and supportive environment for individuals from diverse and marginalized backgrounds, including those with disabilities. I understand I am responsible for notifying my employer if any reasonable accommodations are required for me to perform my job duties as outlined.

Signature _____ **Date** _____

This position description covers the primary purpose and essential functions of the position. It is not intended to give all the details or a step-by-step account of how each task is to be performed. Employees may receive other job-related instructions and be required to perform additional job-related functions requested by management. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.

The sensitivity level of information handled in this position: **HIGH***

Approved: _____ **Date:** _____

* **HIGH** - Sensitivity information level – all data, fund records, and other materials are considered confidential and can only be shared with other authorized WYCF personnel with the same classification. Sharing this information/data with any unauthorized personnel can be grounds for termination.