



Grants & Programs Manager/Associate – 24 hours/week

- **Grants & Programs Manager: \$30-\$35/hour**
- **Grants & Programs Associate: \$25-\$30/hour**

YCF is looking to hire a Grants & Program Manager or a Grants & Program Associate. At the Program Officer (or Manager) level the employee will be more involved in program design and management (in addition to implementation) and will have more extensive experience. At the Program Associate level, the employee will focus more narrowly on implementation, with more direction from the Executive Director and may be earlier in their career.

The position length is 1 year, with the possibility to extend, depending on funding.

Position Summary

The Grants & Programs Manager or Grants & Program Associate will play a key role in the Foundation's social impact work, including grantmaking and programs for Yolo County nonprofits. In particular, the Program Manager/Associate will focus on the Davis Arts & Culture Grant (including both grantmaking and capacity building) and the Yolo County Nonprofit Leaders Alliance. This position will report to the Executive Director. The Program Manager/Associate is a hybrid, part-time (24 hours/week) position with a flexible schedule. This is a one-year position; there may be a possibility for the position to become permanent.

The position starts as soon as possible; we are looking for someone who will commit to staying through July 2023.

Key responsibilities include:

Grants & Programs Manager Level:

The Grants & Programs Manager will take a leadership role in developing and delivering initiatives intended to educate, inspire, and support Yolo County nonprofits, nonprofit staff, current/potential fundholders, and other local donors and community leaders. This individual will manage multiple programs under the general supervision of the Executive Director. In particular, this individual will support the Davis Arts & Culture Grant (grantmaking and grantee capacity building programming) and play a significant role in expanding and implementing the Yolo County Nonprofit Leaders Alliance, a partnership between the Impact Foundry, the Yolo County Library, and YCF.

Key responsibilities include:

- Take primary responsibility for grant administration and logistics, with support from YCF operations team
- Research community needs and effective intervention strategies including grantmaking, trainings, events, etc.
- Design and implement grantmaking processes, trainings, events, educational materials, reports, small group discussions, and other impact initiatives in collaboration with executive director, and support from marketing and operations colleagues as well as event planning consultant.



- Engage and support YCF stakeholder groups including grant applicants, grantees, grantors, board members, and other YCF staff throughout each grant or program's lifecycle, including serving as primary point of contact for grant applicants, grantees, and program participants
- Design and implement grant reporting processes
- Capture learnings from grants, events, and other impact programs to inform future initiatives
- Collaborate with executive director and marketing colleague(s) to promote grants/programs and tell the story of YCF's impact

Grants & Programs Associate Level:

The Grants & Program Associate will implement YCF grant and program initiatives with regular direction from the Executive Director. These are initiatives intended to educate, inspire, and support Yolo County nonprofits, nonprofit staff, current/potential fundholders, and other local donors and community leaders. This Associate will support multiple programs, including the Davis Arts & Culture Grant (grantmaking and grantee capacity building programming) and the Yolo County Nonprofit Leaders Alliance (a partnership between the Impact Foundry, the Yolo County Library, and YCF). As the Associate gains experience and knowledge, assignments will become more complex and require more independent work.

Key responsibilities include:

- Complete research assignments related to community needs and effective intervention strategies including grantmaking, trainings, events, etc.
- Support delivery of grantmaking processes, trainings, events, educational materials, reports, small group discussions, and other impact initiatives with the direction of executive director, and support from marketing and operations colleagues as well as event planning consultant.
- Provide assistance to YCF stakeholder groups including grant applicants, grantees, donors, board members, and other YCF staff throughout each grant or program's lifecycle.
- Implement grant reporting processes.
- Gather data on grants, events, and other impact programs, to inform future initiatives.
- Support executive director and marketing colleague's efforts to promote grants/programs and tell the story of YCF's impact.
- Support grant administration and logistics, with oversight from executive director and support from YCF operations team.

The ideal candidate will possess the following experience, skills, and personal attributes:

Grants & Programs Manager Level:

- 5+ years of experience in grants and/or programs, with demonstrated increase in complexity, independence, and level of responsibility in these areas.
- Knowledge of how nonprofits work and what they need to succeed, with experience touching on a range of cause areas; knowledge of the Yolo County nonprofit landscape a plus.
- Knowledge of grantmaking processes, including design, delivery, and evaluation.
- Relationship management skills, particularly with stakeholders in the nonprofit community.



- Research skills, with an emphasis on qualitative research (interviews, focus groups, etc.); some familiarity with strategic planning a plus.
- Strong written, verbal, and interpersonal communications skills.
- Ability to work independently and meet deadlines under only general supervision.
- Familiarity with and/or connections to Yolo County a plus.

Grants & Programs Associate Level:

- 2-4 years of experience in a support role for grants and/or programs.
- Ability to gain knowledge of how nonprofits work and what they need to succeed and ability to build understanding of the Yolo County nonprofit landscape; experience working or volunteering in a nonprofit and/or an appreciation for and understanding of philanthropy is a plus.
- Ability to gain knowledge of grantmaking processes.
- Relationship management skills, with a client satisfaction focus.
- Ability to work on assigned tasks independently, ask for guidance as needed, and meet deadlines.
- Basic research skills, including reviewing secondary sources.
- Strong written, verbal, and interpersonal communications skills.
- Familiarity with and/or connections to Yolo County a plus.

Work Hours and Location

The Grants & Programs Manager/Associate is a 24 hour per week hybrid position. The incumbent will be expected to work from the YCF office for at least 4 hours/week on a schedule developed in partnership with the executive director. The Grants & Programs Manager/Associate will be expected to attend periodic events throughout Yolo County. Otherwise, the successful candidate will have significant flexibility over when and where the work is completed, outside of scheduled meetings and the in-office time agreed upon.

Compensation

If filled at the Grants & Programs Manager level, the position pays \$30-\$35/hour, based on experience. If filled at the Grants & Programs Associate level, the position pays \$25-\$30/hour, based on experience. The Grants & Programs Manager/Associate is eligible for paid time off, paid holidays, and sick time. This position does not offer health insurance or retirement benefits.

The position length is 1 year, with the possibility to extend, depending on funding.

To Apply

Please send a resume and cover letter to careers@yolocf.org. Applications will be accepted until the role is filled and reviewed as they are received.

About the Foundation

The Yolo Community Foundation inspires and supports giving and provides philanthropic leadership in Yolo County. This fast-growing organization administers donor-advised funds and other philanthropic vehicles, makes grants to local nonprofits, fosters volunteerism, and provides donor education. YCF



currently has more than 85 philanthropic funds valued at \$8.5 million and is an affiliate of the Sacramento Region Community Foundation. Visit www.yolocf.org to learn more about our programs and impact.

The Yolo Community Foundation is proud to be an equal-opportunity employer. We believe that we are best able to carry out our mission when our staff, volunteers, and other key stakeholders offer a wide range of experiences and perspectives and are representative of our Yolo County community.

The Yolo Community Foundation is committed to diversity, equity, and inclusion, and we prohibit harassment and discrimination on the basis of race, color, creed, sex, religion, pregnancy, citizenship, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, genetic characteristics, sexual orientation, gender identity or expression, veteran or military status, or any other status protected by law. The policy applies to recruiting, hiring, working conditions, benefits, training programs, promotions, use of Foundation facilities, and all other terms and conditions of employment. In recruiting and selecting employees, the Foundation furthers the principles of equal employment by seeking talented and competent persons who are suited for a specific position by reason of training, education, experience, character, personality, intelligence and general ability.