



- **Program Manager, full-time/exempt – at least 40 hours per week, \$68,640.00 per year**
OR
- **Program Manager, part-time/nonexempt – 30-39 hours per week, \$33.00/hour**
(1 vacancy)

YCF has an exciting opportunity for a Program Manager. The Program Manager will play a key role in the Foundation’s social impact work, with a focus on programs benefiting Yolo County nonprofits and other stakeholders. In particular, the Program Manager will focus on the Yolo County Nonprofit Leaders Alliance¹ and Yolo NEON² initiatives and will support YCF grants and scholarship programs and donor education. This position will report to the Executive Director. The Program Manager is a hybrid position with a flexible schedule. YCF envisions hiring at 40 hours/week (full-time) on an exempt, salaried basis. However, upon request, YCF may consider filling this position on a part-time, hourly basis for 30-39 hours per week. The position starts as soon as possible.

Position Summary:

The Program Manager will take a leadership role in planning, implementing, and monitoring initiatives intended to educate, inspire, and support Yolo County 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. Although the Program Manager will be expected to take ownership of the work, and will work independently using discretion and sound judgment, the Executive Director will provide overall guidance and direction.

Key responsibilities include, but are not limited to:

- **Nonprofit Programs:** Design and implement nonprofit training programs, community building events, and other initiatives that support the Yolo nonprofit sector. This includes overseeing the Yolo County Nonprofit Leaders Alliance program, working closely with the Executive Director to create and implement our new Yolo NEON

¹ The Yolo County Nonprofit Leaders Alliance, hosted by the Yolo Community Foundation, the Yolo County Library, and The Impact Foundry, provides networking and educational opportunities to the Yolo County nonprofit community to foster collaboration and strengthen the Yolo County nonprofit sector.

² The Yolo NEON initiative, funded by Yolo County, will assist local nonprofit organizations to increase efficiency and decrease risk by strengthening their operational foundation (in areas such as finance, human resources, legal, etc.), thus increasing organizational capacity to serve the people of Yolo County.



nonprofit capacity building program, and managing nonprofit engagement with the Yolo Philanthropy Awards event.

- **Thought Leadership & Donor Education:** Manage YCF's thought leadership and donor education work, such as the State of the Yolo Nonprofit Sector report, donor education events, and other related initiatives. May include research (e.g., surveys, focus groups, etc.), drafting documents, planning events, and other activities to gather, analyze, and disseminate information.
- **Grants & Scholarships:** Serve as project manager for YCF scholarship programs and grantmaking, including serving as primary point person for stakeholders (e.g., applicants and reviewers) and managing process logistics. May also include participating in designing new grants, reviewing applications, planning related events, evaluating programs' success, and other related assignments.
- **Planning & Evaluation:** Under supervision of Executive Director, plan and evaluate YCF's grantmaking and social impact programs. May include strategic planning; participating in community needs research to understand needs of community; capturing learnings from grants, events, and other impact programs to inform future initiatives; and providing updates/reports to funders as necessary.
- **Supporting Fundraising & Marketing (for impact programs):** Support the Executive Director and board in fundraising/development efforts that support YCF's social impact programs. This may include identifying possible revenue streams, prospect identification, drafting grant application materials, and other assigned duties. Collaborate with Executive Director and marketing colleague(s) to promote grants/programs and tell the story of YCF's impact.

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

- At least 5 years of experience coordinating multiple projects or programs, with demonstrated increase in complexity, independence, and level of responsibility. Prior experience managing programs and/or grants strongly preferred.
- Strong project management and/or event planning skills; demonstrated capacity to work independently and in an organized and timely fashion
- Knowledge of how nonprofits work and what they need to succeed strongly preferred; knowledge of the Yolo County nonprofit landscape a plus
- Relationship management skills, particularly with stakeholders in the nonprofit community
- Strong written, verbal, and interpersonal communications skills

Work Hours and Location

The Program Manager is a 40 hour per week hybrid position (although YCF may consider filling this as a part-time position at 30-39 hours/week upon request). The Program Manager will be expected to work from the YCF office at least 1-2 full days per week on a schedule developed in partnership with the Executive Director and will be expected to attend periodic meetings and



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

The salary for this position (if filled on a full-time basis) is \$68,640.00 per year. If filled on a part-time basis, the pay will be \$33.00 per hour. Benefits: This position is eligible for paid vacation, paid holidays, paid volunteer time, and paid sick leave (full- or part-time) and medical (full-time only).

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. For full consideration please apply by July 8, 2024.

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 100 philanthropic funds valued at over \$12 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.