



# JOIN OUR TEAM!

WE ARE HIRING

## PROGRAM OFFICER

Full-Time Exempt Position

### TO APPLY FOR THIS POSITION

Please email your confidential resume of qualifications to:

Amanda Hughes  
Chief Strategy Officer  
ahughes@stanislauscf.org

**No phone calls please.**

### CONTACT INFORMATION

100 Sycamore Ave Suite 200,  
Modesto, CA 95354  
Phone: 209.576.1608  
[www.StanislausCF.org](http://www.StanislausCF.org)



**Stanislaus  
Community  
Foundation**

Stanislaus Community Foundation seeks an enthusiastic, service-oriented, detail-driven professional to join our dynamic team. If you are passionate about Stanislaus and the power of strategic philanthropy, this might be for you!

### JOB DESCRIPTION

The Program Officer participates in the management of SCF's grant program and supports multiple strategic functions on behalf of the Chief Executive Officer and the Chief Strategy Officer. Primary responsibilities include screening grant proposals, monitoring grantee progress, and working with the Grants & Programs Committee to optimize grant review process. Secures bids on all projects and maintains websites and communications channels related to leadership work. The position strategizes and implements all civic engagement work, including NextGen on Board. Under the supervision of the CEO and CSO, conducts research which may include original research on the local nonprofit sector and current trends in grantmaking. This position plans and supports all program events and larger convenings.

### REQUIREMENTS

A minimum of a bachelor's degree along with 5 years of administrative and project management experience. The ideal candidate needs a reflective nature and must be able to think deeply about problems, corresponding solutions and ways to improve work processes.. Knowledge of grantmaking processes, including legal and ethical issue involved and program design and development required. Excellent interpersonal communication to facilitate effective work with nonprofits, communities, and government, as well as clear written communication is needed.

### ABOUT US

We offer a collaborative, intentional, and supportive learning environment. We view our community through a lens of abundance in which bold systems thinking, inclusive leadership, and curiosity are valued. We strive to connect philanthropists to causes which will strengthen our community. We offer a competitive package that includes:

- 35-hour work week that includes remote work days
- Medical, dental and vision insurance
- Short Term Disability
- Simple IRA Retirement Plan with employer match
- Vacation, sick and holiday time
- Professional Development opportunities

Located in the heart of Modesto, Stanislaus Community Foundation is a 501c3 place-based funder created by and for the people of Stanislaus.

Along with administering more than 170 unique charitable funds with \$46 million in assets, Stanislaus Community Foundation has distributed over \$25 million in grants and scholarships to the community since opening doors in 2002.

To learn more about us visit [www.stanislauscf.org](http://www.stanislauscf.org)