



**Position:** DIRECTOR OF PROGRAMS & OUTREACH

**Description of Position:**

The Director of Programs & Outreach is an exempt, senior-level position responsible for strategic development and comprehensive oversight of the Foundation's programs and community outreach. Key responsibilities include design, execution, and promotion of the Foundation's programs, including discretionary grants, scholarships, fellowships, workshops, and Old Bill's Fun Run. The Director of Programs & Outreach works closely with other senior staff members (principally the President, Executive Vice President & CFO, Vice President - Philanthropic Services, and Director of Marketing & Communications) to coordinate the Foundation's programs, services, finances, and donor relations. The Director of Programs & Outreach also serves as the primary liaison for the Foundation's discretionary grant committees and oversees other program-related committees to facilitate their work and implement their decisions.

**Reports To:** President

**Duties and Responsibilities:**

➤ **Program Management**

- Manage strategic development and delivery of the Foundation's programs, including Old Bill's Fun Run, Competitive Grants, Youth Philanthropy, Micro Grants, workshops, and other programs.
- Manage the Edelweiss Endowment grant application and reporting process.
- Serve as primary contact for the Wind River Reservation Endowment advisory committee, supporting the development of its grant program.
- Oversee scholarship and fellowship programs to meet objectives and ensure compliance with federal guidelines and industry best practice.
- Supervise the planning and implementation of nonprofit professional development workshops.
- Oversee publication of the biennial nonprofit salary survey.
- Identify and pursue opportunities for new programs and services that increase impact in the community.
- Lead efforts to strategically augment and improve the Foundation's programs and services, leveraging the Foundation's expertise and infrastructure.
- Promote nonprofit operating best practices and collaboration by facilitating regular networking opportunities and consulting individually with nonprofit representatives when solicited.
- Prepare and co-present the Foundation's Grant Writing workshops.

➤ **Community Outreach & Stewardship**

- Plan and implement Grants Committee orientation and coordinate Competitive Grants Committee and Opportunities Committee work.
- Oversee and facilitate Scholarship Committee work as needed.
- Support work of other program-related committees as needed, e.g. Community Emergency Response Fund and DEI task force.

- Help individuals seeking advice on nonprofits, sharing information on volunteer/training opportunities and resources and/or referring inquiries to appropriate staff.
  - Organize Community Conversations and coordinate collaborative nonprofit meetings to discuss critical issues when appropriate.
  - Promote and oversee scheduling of regular nonprofit site visits to familiarize board and committee members with grantees and their work.
  - Steward relationships with scholarship, award, discretionary grant and endowment fund holders (excluding advised funds).
  - Participate in relevant professional community working groups, e.g. DEI and Young Professionals of the Tetons, assuming leadership roles where appropriate.
- **Other**
- Oversee the Education & Outreach Officer and Grants & Program Associate.
  - Work with CFO to develop annual budget for programs.
  - Serve as a visible, professional representative of the organization.
  - Support all other staff members in achieving the overall goals and objectives of the Foundation.

**Skills/Experience Required:**

- Significant nonprofit experience, including employee and/or volunteer management.
- In-depth knowledge of nonprofit best practices and understanding of nonprofit finance, compliance, and reporting.
- Familiarity with the Jackson Hole community and local nonprofits.
- Experience with community outreach, and program development, implementation and oversight. Familiarity with event planning is beneficial.
- Excellent interpersonal and communication skills, both written and oral.
- Strong organizational skills, including the ability to prioritize and manage individual workload.
- Competency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and ability to learn specialized industry-specific software.
- Familiarity with Google Suite, Adobe Acrobat, and social media applications (such as Instagram and Facebook).
- Ability to work cooperatively with colleagues, supervisors, volunteers, grantees, and donors.
- Impeccable moral and ethical standards and conduct.
- Intense commitment to the mission and work of the Community Foundation of Jackson Hole.