

Program Manager, Grants & Initiatives, Community Investments

The Community Foundation for Southern Arizona is seeking a Program Manager. This position reports directly to the Senior Director of Community Investments.

The Program Manager is responsible for high-level support and coordination of the foundation's portfolio of grants and initiatives.

Job duties include facilitation and governance of board, committee, and community meetings. They will be responsible for grantmaking activities including maintenance of online grantmaking program, reviewing applications, processing of grant requests and reporting. They will conduct research regarding nonprofit organizations, engage in data analysis and evaluation to ensure community impact and assist CFSA staff with community events.

Strong MS Office Products skills are required. Successful applicants will have strong facilitation and communication skills, successful history in project management, knowledge of the philanthropic sector as well as experience with diverse communities in the region. Preference will be given to applicants with education equivalent to a bachelor's degree in an appropriate field, nonprofit and philanthropic experience preferred. Hiring Range \$40,000-\$47,000

Submit letters of interest and resumes to the following email address:

hr@focushr.net