

Join a Mission That Makes a Difference: Programs and Community Engagement Associate

Are you passionate about making a lasting impact in your community? Do you believe in the power of philanthropy to drive meaningful change? Would you like to assist in awarding grants to charities serving Chippewa County? If so, we want to hear from you!

The Community Foundation of Chippewa County is a nonprofit organization committed to empowering local residents to create positive change. Since 2001, we've been supporting initiatives that improve our community and helping donors fulfill their philanthropic goals. We are seeking a dedicated, creative, and highly organized individual to join our team as our full time(32 – 35 hours/week) **Programs and Community Engagement Associate**.

Position Overview:

In this dynamic role, you will provide essential support and customer service for the Foundation's competitive and donor-directed grantmaking programs. You will also work to enhance our communications strategies and messaging related to the impact of our grants. Additionally, this position will lead the coordination of the Foundation's annual events and socials.

Key Responsibilities:

Event Management:

- Plan and coordinate the Foundation's annual event and socials, ensuring they align with our mission. This includes collaborating with staff and volunteer committees.

Program Management:

- Work closely with the Foundation's team, fundholders, local nonprofits, charitable organizations and school districts to distribute grants.
- Engage with grant applicants, nonprofit leaders, and community stakeholders to stay informed on regional issues.
- Collaborate with staff and committees to organize and manage competitive grant cycles.

Core Competencies:

- **Passion for Community & Philanthropy:** A deep commitment to improving the lives of others and strengthening the community within a professional nonprofit environment.
- **Communication Excellence:** Strong writing, editing, and verbal communication skills.
- **Organization & Multi-tasking:** Expertise in event management, organization, and task prioritization in a professional setting. Ability to handle multiple projects and meet deadlines.
- **Tech-Savvy:** Proficiency in Microsoft Office 365 and the ability to learn and use the Foundation's grant and donor management software.
- **Relationship Building:** Strong interpersonal skills and a collaborative, problem-solving approach. Known for integrity and trustworthiness.

Qualifications:

- **Education:** Bachelors degree preferred, but will consider candidates with an Associates level degree
- **Skills:** Proficiency in Microsoft Office Suite, experience in event management, and community relationship-building are a plus.

Compensation & Benefits:

- Hourly Rate: \$24.00 - \$28.00 per hour
- Paid Time Off & Holidays
- Simple IRA
- Summer Hours: Flexible schedule during summer months

If you're excited about this opportunity and believe you can contribute to our mission, we encourage you to apply today!

How to Apply:

Send your resume and cover letter to search@yourlegacyforever.org. We look forward to learning more about you and how you can help make Chippewa County an even better place to live, work, and give.