

The McConnell Foundation

Community Vitality Program Officer

Position Type: Full Time, Exempt, Salaried.

The McConnell Foundation is a nonprofit organization whose mission is to **help build better communities through philanthropy.**

The McConnell Foundation, based in Redding, California, values working in partnerships. We value excellence and integrity, using our personnel, facilities, and financial resources for positive change, long-term planning, working responsibly and respectfully with others, as well as encouraging creative ideas and entrepreneurial strategies. Each individual at the Foundation makes a unique contribution to The McConnell Foundation team, working to strengthen and enrich the communities the Foundation serves.

Diversity is a core value at The McConnell Foundation. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all staff. We encourage applicants of all backgrounds and perspectives to apply. Qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The McConnell Foundation is an equal-opportunity employer committed to a barrier-free recruitment process and work environment. If you require any accommodations, please reach out to china@mcconnellfoundation.org and we will work with you to meet your accessibility needs.

Position Overview:

To support the above efforts, The McConnell Foundation is hiring a Program Officer to join its committed team in Redding, California. We are seeking a motivated individual who will provide program management in the area of community vitality, focusing on our downtown core projects in Redding, nonprofit partnerships, income eligible housing developments, and other opportunities throughout our service area. Beyond filling the duties of the job, the Program Officer must also have a commitment and a desire to work cooperatively on other Foundation projects and priorities. This position reports to the Chief Operating Officer.

Responsibilities:

Work within the Program Services Department under the guidance of the COO and direction by the board. As funding allows, strategically develop program opportunities consistent with Foundation values and program quality standards.

Coordinate existing programs and projects, promoting close collaboration to ensure program outcomes are achieved.

Proactively support program partners to ensure effectiveness of the programs and projects.

Develop and maintain high level of rapport, mutual confidence, and open cooperation with community members and co-workers in order to sustain a culture of accountability.

Possess strong communications skills. This position involves public-interfacing, community-based interactions and relationships.

Inform executive leadership on strategic trends, needs, and opportunities.

Development and Program Management:

Carry out existing programs using management standards and tools, based on best practices, to ensure program effectiveness, quality and innovation.

Conduct site visits, be visible, approachable, and engaged in planning as appropriate to ensure program delivery and team effectiveness.

Ensure program targets and quality standards are achieved, maintaining frequent communication with program partners to promptly identify and resolve the challenges they face.

Work cooperatively with community partners in designing and implementing innovative programs that tangibly serve the needs of the communities the Foundation serves.

Monitor and support the implementation of effective evaluation processes.

Financial Management:

Responsible for managing a significant annual budget.

Provide oversight of budgets and management of program spending. Anticipate potential funding gaps, develop contingency plans, closely monitor cost over-runs, and support grantees in securing additional funding sources toward sustainability.

External Representation:

Develop and maintain contacts with nonprofit partners, government representatives, elected officials, and community stakeholders.

Technical Skills and Knowledge Preferred:

Experience in the philanthropic field with knowledge of the principal issues, policies and trends in grantmaking desired but not required.

Commitment to personally champion The McConnell Foundation's mission and vision.

Proven strategic thinking, problem solving, and conflict resolution skills.

Strong organizational and communication skills.

Resourcefulness, initiative, and creative thinking.

Must be available nights, weekends and be available for some travel to participate in the needs and plans of the communities the Foundation serves.

Compensation: \$100,000 - \$130,000 annual salary commensurate with experience.

Benefits:

We value the health and well-being of our employees. Some of the benefits we offer include: Comprehensive and generous health, dental and life insurance, fitness benefits, paid holidays, time off, parental leave, Foundation funded retirement savings plan, professional development, training and educational assistance, and matching employee gifts to qualified nonprofit organizations.

To Apply:

Please email a cover letter and resume including three references to china@mccconnellfoundation.org or via traditional mail to:

The McConnell Foundation
Attention: China Rose Morrison, HR Manager
800 Shasta View Drive
Redding, CA 96003

All cover letters and resumes **MUST BE RECEIVED** by The McConnell Foundation by August 31st, 2022.