

Job title Program Manager, Hispanic Impact Fund	Department Community Impact
Reports to Director, Community Impact	Supervises NA
FLSA status Exempt	Hours Full time

Date
December 2021

Austin Community Foundation is the catalyst for generosity in Austin. The Foundation brings together philanthropists, dollars and ideas to shape Austin’s future. As a trusted local partner, ACF stewards approximately \$350 million in assets in more than 1,300 charitable funds. The work and leadership of Austin Community Foundation is focused on closing the opportunity gap through advancing economic security and affordable housing, pooled resources and data-driven grantmaking. Since its creation in 1977, the Foundation has granted more than \$400 million to nonprofits across Central Texas and beyond.

Job summary

The Program Manager provides support for all programmatic elements of the Foundation. Primary responsibilities include leading the fundraising and programmatic functions of the Hispanic Impact Fund as well as supporting the growth of all ACF signature programs.

The Foundation’s physical office remains closed due to the COVID-19 pandemic. Employees currently work remotely as office reopening plans are established.

Essential duties and responsibilities include the following.

Hispanic Impact Fund

- Lead the growth and development of the Hispanic Impact Fund (HIF), a signature program of ACF, focused on supporting the economic security and advancement of Hispanic Central Texans.
- Serve as staff leader for the HIF Steering Committee, a group of approximately 15 volunteer leaders responsible for vision and governance of HIF, engaging this group strategically for the purpose of reaching programmatic goals.
- Act as the lead manager for the Hispanic Impact Fund’s signature fundraising campaign, Somos Austin, engaging with donors at every stage of the moves-management process.
- Oversee an annual grant making cycle for HIF - establishing a fair, transparent, and equitable process throughout – that maximizes the engagement of program supporters.
- Serve as the liaison/point of contact for all Hispanic Impact Fund stakeholders, including volunteers, donors, prospective donors, grant partners, and prospective grant partners.
- Ensure the timely, organized, and accurate tracking of all HIF data in relevant systems including but not limited to: Foundant CSuite, Asana, Grants Lifecycle Manager, and the ACF shared drive.

- Maintain a working knowledge of issues facing Hispanic Central Texans and the existing or emerging solutions to address them. Take a leadership role on any research reports or community engagement activities related to the status of Latinos in Central Texas.
- Play a supervisory role for interns and assistants, as needed.

Community Impact Department Responsibilities

- Serve as a key member of the Foundation's Community Impact team, helping to shape strategy and execution of the organization's community-facing initiatives.
- Serve as an advocate for, and articulate and interpret the mission of the Austin Community Foundation to the community.
- Manage a portfolio within the Foundation's Community Grant Program. Responsible for grant review, grant agreements, timelines, applications, guidelines, data entry and database management, correspondence, reports, orientation, inquiries, site visits and meetings.
- Serve as a liaison with nonprofit organizations seeking funding; help orient nonprofits to the Foundation's various grant opportunities; provide assistance and information.
- Assist in the execution of all programs, including Women's Fund, FundATX, Black Fund, Community Grants, and other that may be developed in the future.
- Work with Donor Relations team to manage technology platforms associated with Foundation's programs, specifically Foundant CSuite and Grant Lifecycle Manager. Provide support in developing systems and process related to applicable programs.

Other duties may be assigned.

This job description is intended to be general, is expected to evolve over time, and will be reviewed periodically and updated as needed.

Job requirements and qualifications

Experience

- Five years of related work experience preferred; experience in the nonprofit sector preferred.
- Experience in fundraising, event management, major gifts, and donor stewardship required.
- Experience working with or leading advisory and/or volunteer groups required.

Training requirements (licenses, programs or certificates)

- None required.

Other knowledge, skills and abilities

- Familiarity and connections within the Hispanic community in Central Texas and/or a demonstrated interest and involvement in issues that impact Latinos.
- Ability to think strategically and work independently with minimal supervision.
- Be detail-oriented and accurate.
- Be able to work productively with volunteers.
- Be able to work on deadline and manage multiple priorities.
- Be proactive and enthusiastic.
- Enjoy working in a collaborative office environment.
- Be a strong and productive member of the ACF team.
- Proven experience in fundraising, event planning, and volunteer management.

- Possess a high degree of accuracy and attention to detail. Excellent organizational and workload prioritizing skills.
- Proficiency in Microsoft Office products and ability to quickly learn new software.
- Excellent verbal and written communication skills and good math and computational skills. Ability to write clearly with proper grammar, spelling and punctuation.
- Strong relationship-building skills with capacity to work effectively and congenially with a wide range of people at all levels of community engagement and experience.
- High level of emotional intelligence, political astuteness, diplomacy and relationship building skills.
- Flexibility to work during regular business hours and on evenings and other times as required by meeting and activity schedule.
- Experience as a volunteer and appreciation for organizations in the world of charity, philanthropy and civic action preferred.
- Political astuteness and a proven ability to operate in a confidential way dealing with highly sensitive organizational, personal, financial, and legal information.
- Ability to speak, read and write fluently in Spanish a plus.
- Commitment to diversity, equity and inclusion and to the organization's ongoing work to eliminate the opportunity gap in Central Texas.

Work environment and other information

- Currently in a remote-work environment due to the COVID-19 pandemic; staff expected to return to work in a hybrid office setting once office re-opening plan established.
- Minimal travel required.
- Attendance required at occasional after-hours or evening events.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary: approximately \$65,000 per year.

Workplace benefits:

Collaborative team environment

Opportunity to make Central Texas a better place for everyone

Paid time off

ACF covers 100% of employee health, dental and vision plans plus basic life and AD&D insurance and short/long term disability insurance

401(K) with employer match

Basic life insurance and AD&D

To apply for this position, please submit your resume and cover letter to Kim McCrary at apply@austincf.org. No phone calls, please. Position will remain open until filled. Application review will begin on January 10, 2022.

Austin Community Foundation is committed to equal-employment principles, and we recognize the value of committed employees who feel they are being treated in an equitable and professional manner. We strive to find ways to attract, develop, and retain the talent needed to

meet business objectives, and to recruit and employ highly qualified individuals representing the diverse communities in which we live.