



## Peace Development Fund Job Posting

JOB TITLE: **Foundation Program Manager**

### About Peace Development Fund

The Peace Development Fund in Amherst, MA is a public foundation that works to build the capacity of community-based organizations through grants, training and other resources as partners in the human rights and social justice movements. If you're looking for a rewarding position in a dynamic, successful and progressive organization providing capacity building for grassroots groups and helping to raise funds, come to PDF.

### Position Summary

The Foundation Program Manager is responsible for PDF's Community Organizing Grants Program and Fiscal Sponsorship Program; offering capacity building through technical assistance, administrative support and trainings. The manager oversees all grant processes including working with community advisory groups. They also engage in fundraising to ensure adequate resources for the grant programs and the foundation.

The Program Manager has knowledge and experience with best practices in grantmaking and experience in non-profit administration. Minimum of five years' experience in grantmaking and/or non-profit administration is required.

The Program Manager works in our Amherst, MA office. Partial remote work options are available.

### Essential Functions and Responsibilities

**Fiscal Sponsor Program Management:** Ensures timely processing of grants, ensures strong relationships with organizations, and provides technical assistance and training, Provides regular communications with organizations and ensures their adherence to program requirements. Coordinates with PDF staff for grant processing.

**Grant Program Management:** Manages strategy and process for Community Organizing Grant Program including deadlines, reviewer coordination, grant management software tracking, adherence with IRS regulations, and workflows. Provides program impact reports and helps set goals for program.

**Fundraising:** Works with the Executive Director and Advancement Director to raise funds for grant programs. Serves as ambassador for PDF with donors including phone, e-mail, and in-person visits.

**Office Operations:** Be a member of the team which collaboratively runs the PDF office, including the workflows and technological systems that support our work together.

**Communications:** Provides program impact reports and helps provide storytelling for communications team. Ability to communicate technical, budgetary, and program details to staff, grantees, and applicants.

## **Core Competencies**

- BA (required), MA (a plus)
- Minimum 5 years' experience in grantmaking and/or non-profit administration
- Experience as a lead community organizer, lead trainer and/or lead technical assistance provider and commitment to the grassroots communities to which PDF provides funding and training
- Experience with fiscal management and budget development
- Demonstrated excellence in organizational, managerial and communication skills
- Knowledge of Raiser's Edge (or other donor management software), GIFTS Online (or other grantmaking software) and Microsoft Office to include Excel, Powerpoint and Word
- Experience working with diverse staff and Board
- Comfortable prioritizing, planning workflow, and managing simultaneous projects.
- Internal resilience and self-sufficiency. Ability to improvise and adapt to the changing circumstances of a small, dynamic, community-based public foundation.
- Team-oriented approach.
- Sense of humor, curiosity, and creativity. We like to laugh and have fun at work!

## **Considerations**

We value a diverse workforce and encourage applications from people of color, people with disabilities, veterans, women, justice-involved and/or formerly incarcerated, and lesbian, gay, bisexual, and transgender, and non-binary gender identity persons.

## **Compensation**

This is a salaried full-time employee position with a salary range of \$59,000 - \$62,000.

- Benefits: Paid vacation, sick, personal days, fully paid health insurance, and dental insurance.
- Flexible work schedule.

## **To Apply**

Please send resume and cover letter to [hr@peacefund.org](mailto:hr@peacefund.org) by October 15th.