



Job title Program Associate, Hispanic Impact Fund	Department Community Impact
Reports to Vice President, Community Impact	Supervises -
FLSA status Exempt	Hours Full time
Date July 2018	

The Austin Community Foundation is looking for a dynamic new team member with primary responsibility for leading the development and growth of the Hispanic Impact Fund, a program of the Foundation focused on supporting the economic security and advancement of Hispanic Central Texans. The ideal candidate will have proven success in fundraising and event planning and deep familiarity and connections with the Hispanic community in Central Texas. In addition to leading the growth of the Hispanic Impact Fund, the Program Associate will manage a portfolio within the Community Grant Program. Excellent written, verbal, and interpersonal skills are a must.

Job summary

Austin Community Foundation is the catalyst for generosity in Austin. We bring together philanthropists, dollars and ideas to shape Austin's future. A trusted local partner, we have a 40-year track record of investing in Austin, granting more than \$300 million to nonprofits across Central Texas since 1977. Our data-driven approach means we seek to understand, inform and invest in the areas of greatest need to narrow the opportunity gap in Central Texas.

The Program Associate provides support for all programmatic elements of the Foundation. Primary responsibilities include leading the financial and programmatic development and growth of the Hispanic Impact Fund and managing a portfolio within the Community Grant Program.

Essential duties and responsibilities include the following. Other duties may be assigned.

- 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.
- In collaboration with the Community Impact team and Hispanic Impact Fund volunteer leaders, lead the effort to program, develop and fundraise for the Hispanic Impact Fund, a program of the Foundation focused on supporting the economic security and advancement of Hispanic Central Texans.
- Act as the lead event manager for the Hispanic Impact Fund's signature fundraising event, *Somos Austin*.
- Serve as the liaison/point of contact for all Hispanic Impact Fund constituents and stakeholders, including the volunteer steering committee, donors, prospective donors, and grant partners.

- 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 the Foundation’s portfolio of programs, including Women’s Fund, Impact Investing, Community Grants, Austin Area Funders, Understanding Austin, Summer STEM Investment Hub and other programs that may be developed in the future.
- Work with Donor Relations team to manage technology platforms associated with Foundation’s programs, specifically GIFTS Online and FIMS. Provide support in developing systems and process related to applicable programs.
- Serve as an advocate for, and articulate and interpret the mission of the Austin Community Foundation to the community.
- Serve in an administrative support role for self and for Vice President, Community Impact as needed.
- Play a supervisory role for interns and assistants as needed.
- Other duties as 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

Three years of related work experience preferred; experience in the nonprofit sector preferred. Experience in fundraising, event management, and donor stewardship.

Education

Bachelor’s degree from four-year college or university.

Training requirements (licenses, programs or certificates)

None required.

Other knowledge, skills and abilities

- Deep familiarity and connections with the Hispanic community in Central Texas.
- Ability to think strategically and work independently with minimal supervision.
- Be detail-oriented and accurate.
- Be able to work 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.
- Ability to work effectively as part of a team and work independently with modest supervision.
- Capacity to work effectively and congenially with a wide range of volunteers, donors and community leaders at all levels of community engagement.
- 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.
- 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.

Work environment and other information

- Work in clean, pleasant, comfortable office setting.
- 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.

Workplace benefits:

Collaborative team environment
 Opportunity to make Central Texas a better place for everyone
 Paid time off
 Medical, dental and vision insurance
 Retirement plan with employer match
 Basic life insurance and AD&D

To apply for this position, please submit your resume and cover letter to kmccrary@austincf.org. No phone calls, please. **Deadline: 9:00 am on Monday, August 6, 2018.**

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.