

**Job Title:** Program Associate

**Employment Type:** Part-Time/Hourly (10-15 hours per week)

**Reports To:** Operations Director

**Compensation:** \$20-25 per hour commensurate with experience and qualifications

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### Position Summary

The Eau Claire Community Foundation (ECCF) is searching for a Program Associate to provide project support and customer service for the Foundation's grant programs and special initiatives as well as general office management and clerical support. This position will provide a high level of excellence in data management, written and verbal communications and customer service to applicants, grantees, fundholders, volunteer committee members, Foundation clients, and other partners. The position reports to the Operations Director.

### Key Responsibilities

The following are fundamental duties that an individual who holds the position must perform. This is not an exhaustive list. Other duties will be assigned at the discretion of the President and Operations Director

- Coordinating the Foundation's grant cycles, including:
  - Maintaining online grant application platform
  - Corresponding with grant applicants
  - Performing initial review and due diligence of applications
  - Coordinating committee and informational meetings
  - Preparing notification letters
  - Monitoring grant reports and deadlines
  - Recommending and implementing program and process improvements
  
- Coordinating with Foundation's affiliate partners, including:
  - Coordinating committee meetings and events
  - Corresponding with members
  - Implementing strategies to enhance partner engagement
  - Tracking and maintaining accurate nonprofit and donor profile data in the database and related platforms
  - Producing reports and materials as needed
  
- Administrative duties such as office management; answering the phone; assembling mailings; filing; and preparing reports and correspondence.

## Qualifications

### Education

- Bachelor's preferred, Associates required.

### Professional

- Minimum of 2 years of experience supporting program administration
- Strong interest in philanthropy or nonprofit sector/community work as evidenced through education, previous jobs and/or volunteer experience
- Strong and up-to-date computer skills, including the use of word processing, spreadsheet and specialized database software as well social media platforms
- Meticulous attention to detail
- Ability to take direction from others. •
- Excellent interpersonal skills and ability to work individually and with groups including donors, consultants and community leaders from diverse backgrounds
- Keen sensitivity to confidentiality
- Excellent planning and organizational skills and ability to multi-task
- Strong verbal and written communication skills.
- Event management and/or logistics experience.
- Strong ability and desire to work in a team environment
- Deep curiosity with a passion to listen and learn.

### Compensation and Benefits

- **Hourly Rate:** \$20-25 per hour commensurate with experience and qualifications.
- **Benefits (Employee must average 30 hours/week to be eligible for certain benefits):**
  - Dental and Vision Insurance
  - Life Insurance
  - Long-term Disability
  - Personal Time Off

Interested candidates should submit a cover letter and resume to Erin Dayton, Operations Director (erin.dayton@eccfwi.org).

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