



**ROTARY**  
**CHARITIES**

*Resources for change.*

## **Rotary Charities of Traverse City**

*Programs Associate*

### **Job Description**

Since 1977, Rotary Charities has provided resources and leadership to improve the quality of life in our 5-county region in northwest lower Michigan. In 2018, we made significant shifts in our strategy, operations, and culture all aimed at having more durable, lasting, and broad impact. We envision communities that are adaptive and thriving for everyone. To do this, we work in partnership with changemakers by providing innovative funding, learning, and connections to address the root causes of our region's complex problems and create community assets for all. We provide about \$1.5-\$2 million in grants and impact investments annually and reach nearly 500 changemakers with unique learning and coaching experiences focused on adaptive leadership, collaboration, and systems change.

Our organizational culture centers on trusting relationships, humble learning, and leveraging all forms of our capital. We strive to embody these principles in all we do and help support others in doing the same.

**Position Title: Programs Associate**

**Reports to:** *Rotary Charities CEO, supported by Director of Systems Change and Learning*

**Status:** Exempt; Hiring salary range of \$55,000-\$65,000, commensurate with experience and fit for the position; Comprehensive benefits package provided.

#### **Position Summary:**

The Programs Associate is responsible for supporting the implementation of and learning around Rotary Charities' three strategies: Funding, Learning & Coaching, and Connecting. Under the supervision of the CEO and supported by the Director of Systems Change and Learning, the Programs Associate assists in implementing and managing internal practices for our grantmaking and capacity building programs, and serves as the primary administrator for the Foundation's core databases. They will act as the coordinator to optimize program practices and learning opportunities. The Programs Associate is also responsible for supporting grantmaking functions, including pre-grant, review and close-out processes.

#### **Responsibilities:**

Operations and Analytics

*(Last updated on 6/29/21)*

- Manage internal reporting systems and partner with Directors and CEO to gather data needed for decision making and reporting
- Work with Directors to gather & analyze data from evaluation tools and Before and After Action Reviews, report findings to strategy team, and generate and implement suggestions to improve grantmaking and programs
- Adapt and maintain Rotary Charities' Salesforce Database and Survey Monkey Apply online application portal
- Educate and train staff on database processes and requirements on an ongoing basis
- Assist Director of Systems Change & Learning to conduct needs assessments and provide support related to evaluation and learning
- Support the team to co-curate literature on best practices and emerging trends relevant to the Foundation
- Support independent contractor agreements
- Assist CEO with organizational strategy and preparing documents/planning for staff and board

#### Grant management

- Work with all grantmaking staff to ensure processes are efficiently and effectively completed each cycle and final reports are complete and in compliance with terms of the grant agreement
- Work with Directors to manage and evolve grantmaking processes
- Assist with the written preparation of grant review summaries, recommendations, grant reports, amendments, and other correspondence and electronic processing and record-keeping
- Review and summarize selected grantee reports
- Recruit and coordinate Rotarian Volunteer Reviewers; facilitate grant reviewer training and support Office Manager for scheduling
- Coordinate and participate in After Action Reviews with board, staff, and applicants to assess the grantmaking processes
- Work with staff and contractors to ensure changes are effectively implemented across the review portals and all training materials
- Correspond with applicants and grantees as needed
- Serve as backup for other grants team members as needed

#### Learning & Coaching Support

- Work with the Directors to plan and coordinate learning opportunities
- Handle the organization and logistics of conference calls, meetings, events, and workshops with other funders, grantees, and stakeholders
- Identify external resources and learning opportunities that align with our strategy to share with changemakers
- Coordinate with Strategic Communications Manager to share resources and promote learning opportunities on various information outlets
- Provide technical assistance and facilitation support for professional development offerings as needed

#### Rotary Charities Organizational Culture

*(Last updated on 6/29/21)*

- Actively engage as a learner to develop personal understanding and competencies that will help Rotary Charities achieve its mission and continue to evolve
- Show care for fellow staff members, board members, and changemakers—offering to help when someone is in need and openly sharing appreciation
- Respect the difficult and amazing work of our nonprofit colleagues
- Work actively as an ally to others, promote justice, equity, diversity and inclusion
- Maintain a confidential stance regarding foundation and grantee activities
- Attend conferences, workshops, and meetings as developed in the annual learning plan

### **Qualifications & Experience:**

- Bachelor’s degree and/or 3-years equivalent experience working with nonprofit organizations, philanthropy and/or capacity building programs
- Excellent written, verbal, and deep listening communication skills
- Excellent attention to detail and a demonstrated commitment to accuracy
- Technical skills creating evaluation tools, building and maintaining databases, analyzing quantitative and qualitative data, and reporting findings in multiple formats
- Proficiency in PowerPoint, Word, Excel, Google Suite platform, Salesforce, and SurveyMonkey
- A personal style that fosters strong team participation and productivity, emphasizing the values of respect and mutual accountability
- Detail-oriented, self-starter with the ability to multi-task and meet deadlines; understands the “big picture” perspective when implementing learning feedback loops
- Willingness to operate within and contribute to the culture, core values, mission and vision of Rotary Charities
- Desire and passion for furthering the core funding areas that Rotary Charities supports and a personal commitment to improving communities in Northwest Michigan
- Is available for work-related travel in-state