



The Middletown Community Foundation (MCF) seeks a dynamic and collaborative nonprofit professional to join its team as a **program officer** with primary responsibility for office operations and marketing. The program officer will report to the Executive Director and work closely alongside their program officer counterpart.

### **About the Opportunity**

Program officers are staff responsible for facilitating and supporting the execution of MCF's mission and perform a wide range of activities specific to their role, including:

#### Operations

- Maintain basic records in database, grant files, donation lists, and quarterly fund statements
- Provide administrative support for Board of Trustees compliance and meeting logistics
- Manage office space, supplies, equipment, and maintenance
- Greet guests and answer phones
- Engage with donors and key constituents with stewardship in mind

#### Youth Council

- Liaise with high school counselors to identify new participants
- Develop meaningful experiences in collaboration with volunteer advisor
- Facilitate grant review, interviews, and distribution
- Plan and facilitate Youth Council reception

#### Marketing

- Lead website updates and changes; primary contact for web design vendor
- Plan digital and print ad schedule and content
- Manage production of all print materials including content, design, printing, and distribution
- Coordinate logistics for annual meeting (venue, catering, video production, etc)
- Manage social media content, messaging, and engagement

### **Minimum Requirements**

- Collaborative, team-oriented, and energetic; able to develop relationships with colleagues, grantees, consultants, community stakeholders, etc.
- Demonstrated proficiency in the use of Microsoft Office Suite
- Can work and think independently with confidence, and in teams, to think imaginatively about opportunities; to create and respond to new approaches to addressing an issue; and to inspire others to work toward achieving collective goals.
- Intellectually curious; able to apply learning to work responsibilities.
- Skills in time, project, and people management; ability to balance multiple priorities.

- Excellent written and verbal communication skills.
- Able to make decisions and justify recommendations.
- Education and/or experience equivalent to a bachelor's degree and five (5) years of related experience or training in nonprofit operations, communications, marketing, and/or program administration; knowledge of philanthropy is especially helpful.

**Physical requirements/working conditions**

The program officer will perform job duties in a typical business office environment. Specific physical abilities required by this job include operating basic office equipment. Will be required to attend meetings, potentially both on-site and off-site, via phone or videoconference. Occasional events may take place outside of normal business hours.

This position is based in Middletown, OH and is not a remote position.

**Salary**

The salary range for the program officer is \$55,000 to \$60,000 depending on experience. Benefits include paid time off, up to 80% health insurance reimbursement, and a 401K match.

Submit your coverletter and resume to [sknathan@mcfoundation.org](mailto:sknathan@mcfoundation.org) by September 15<sup>th</sup> for priority consideration.