

Stanzel Family Foundation Director of Programs Job Description

The Stanzel Family Foundation in Schulenburg, Texas seeks a Program Director to work collaboratively with the Executive Director to achieve the Foundation's vision as *an active partner in community education and health, empowering generations of engaged citizen philanthropists.*

RESPONSIBILITIES

The Program Director works with the Executive Director to ensure that the Foundation's programs and organizational activities are fully aligned with mission, vision and values.

Community:

Works closely with the Executive Director to assure that the Foundation is consistently viewed as a purposeful philanthropist and active partner in the community and with all stakeholders.

- Builds and nurtures relationships and partnerships with community stakeholders.
- Provides an active presence at community events, grantee events, various engagements in the community and on committees and non-grantee boards.
- Is professionally involved in the field of philanthropy by participating in events, seminars and conferences in the local community and in the regional, state, and national nonprofit and philanthropic sectors that are designed to strengthen and promote the field and the Foundation.
- Assists with communications and outreach activities including, but not limited to, the preparation of an annual report and content on the website.

Programs:

Engages full array of assets and resources to fulfill the Foundation's mission to encourage and support an educated and healthy community.

- Serves as an active partner to sustain current programs and initiatives to ensure their continued viability and positive impact within the community.
 - Actively guides the programs and partnerships which contribute to the Foundations health goal. A key component is the Healthy High / Healthy Choices program.
 - Actively guides programs and partnerships which contribute to the Foundation's education goal. Two key components are the convening of community educators and a scholarship program.
 - Convenes stakeholders and nurtures other current interests of the Foundation including the following--workforce education and development, older adults aging well, and non-profit capacity building.

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- Manages the Foundation's grants
 - Evaluates grant requests through analysis of data, site visits and other relevant information.
 - Prepares grant proposal summary and recommends action for Board consideration.
 - Monitors performance and progress of organizations receiving grants.
 - Maintains records of grants and performance information for periodic reporting.
 - Serves as an active partner--listening, advising, and encouraging grantee and program success.
- Actively listens and explores opportunities to propose additional ideas and programs toward an educated and healthy community.
- Assists with the development and on-going maintenance of an assessment process to measure and communicate impact of the programs and activities supported by the Foundation.

Board Support:

Assists the Executive Director in supporting the Foundation Board in its governance function. May be asked to:

- Arrange Board and Committee meetings and activities including preparation of facilities and agenda; develop materials, prepare or review drafts of minutes of meetings; maintain records.
- Assist with strategic planning and budget proposals.

Administrative:

Contributes to day-to-day operations of the Foundation.

- Work with Executive Director and Foundation staff to develop, maintain, and enhance systems that allow for efficiency and smooth functioning of Foundation operations, ensuring compliance with established policies and procedures.

DESIRED QUALITIES, EXPERIENCE, KNOWLEDGE, & SKILLS

Candidate Qualities

- A *people-person* with a deep understanding of the humanness of our work, who is skilled at relationship-building with fellow funders, grantees and community members.
- A *network weaver* who routinely thinks about the web of connections and recognizes that our Foundation is uniquely positioned to convene and engage partners by collaboration rather than imperative toward sustainable solutions.
- A *doer* with strong analytical and process management skills who is mission focused yet able to translate vision into tactical action.
- An *effective communicator*, a skilled listener who asks probing questions to help others articulate their goals and move toward new discoveries and solutions; a clear and confident communicator in conversations or public speaking role.
- A curious and committed *life-long learner*.
- An *authentic* and *genuine* individual with a positive outlook, an even temperament and good sense of humor; a person who enjoys living in a small community where fact-to-face contact and a sense of community are valued.

Candidate Experience, Skills, & Knowledge

Possess professional credentials and work experience which have demonstrated the following:

- Demonstrated skills that lead this individual to understand key issues, to assemble and process a wide range of data, to condense them into practical plans/process, to articulate them to various constituents and stakeholders, and to follow through to completion.
- A history of developing and executing creative strategies that bring people together around community issues.
- A working knowledge of current issues and initiatives in the fields of health and education.
- Experience as a professional or volunteer working with non-profits that lead this individual to have a significant appreciation for non-profit stewardship and the unique dynamics of such organizations.
- Effective verbal and written communication and presentation skills.

Send resumes to cheryl@stanzelmuseum.org or call 979-743-9119 for inquiries.