

# SAN BRUNO

## Community Foundation

### JOB DESCRIPTION

**Position:** Program Manager

**Reports to:** Executive Director

**Status:** Nonexempt, Part-time (0.3 of FTE (40 hours per week)), Paid Hourly

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#### Summary of Position:

The San Bruno Community Foundation ("Foundation") is the nonprofit organization dedicated to enhancing the quality of life for the San Bruno Community. The Foundation was created by the City of San Bruno to administer millions in restitution funds received from PG&E after the devastating 2010 gas pipeline explosion in San Bruno's Crestmoor neighborhood. The Foundation serves the community by investing in projects, programs, services, and facilities, including making grants and scholarships to support the community.

The Program Manager is a part-time position that works approximately 12 hours per week/50 hours per month, although the hours can vary from week to week as the work load fluctuates. Working under the direction of the Executive Director, the Program Manager is responsible for the day-to-day administration of: (1) the Crestmoor Neighborhood Memorial Scholarship, and (2) the Community Grants Fund. The Program Manager is also responsible for providing other administrative, logistical, and supportive services to the Foundation as required by the Executive Director.

#### Specific Responsibilities:

Program management duties for the Crestmoor Neighborhood Memorial Scholarship include:

- Administering the application and selection processes;
- Managing the program's Selection Panel;
- Preparing and distributing marketing materials;
- Conducting outreach to local high schools and community colleges to solicit applications, including conducting scholarship application workshops;
- Working with IT consultants to prepare online application, materials for Selection Panel, and scholarship reports;
- Organizing a reception to honor the winners at the June Board meeting;
- Overseeing receipt of annual reports from prior scholarship winners;
- Handling administration of payments to new and prior winners;
- Managing communication with Scholarship program alumni;
- Maintaining program records and files; and
- Conducting any other duties related to the management of the program.

Program management duties for the Community Grants Fund include:

- Administering the application and review processes;
- Managing the program's Review Panel;
- Preparing and distributing marketing materials;
- Conducting outreach to community groups to solicit applications;
- Conducting grant workshops;
- Working with IT consultants to prepare online application and materials for Selection Panel;
- Overseeing receipt of grant reports from grantees;
- Executing grant agreements with grantees;
- Handling administration of payments to grantees, including organizing grant check presentations;
- Coordinating site visits to grantees;
- Maintaining program records and files; and
- Conducting any other duties related to the management of the program.

Other specific responsibilities of the Program Manager include:

- Assisting in the Foundation's social media and other marketing efforts;
- Assisting with special events and Foundation operations;
- Attending and assisting at Board meetings;
- Assisting in the maintain of Foundation accounting records, databases, records, and files; and
- Performing other duties as assigned by the Executive Director, including similar program management duties for other Foundation programs.

#### **Qualifications and Required Skills and Abilities:**

- Bachelor's Degree required.
- Minimum of 2-4 years of experience working in grant or scholarship administration, philanthropy, or project management in nonprofit sector.
- Experience working with community organizations and educational experiences as well as familiarity with the San Bruno community strongly preferred.
- Strong interpersonal skills and experience engaging with diverse communities.
- Demonstrated possession of strong skills in organization, time management, attention to detail, working independently and with minimal supervision, building interpersonal and collaborative relationships, and professional written and verbal communications.
- Experience using Microsoft Office including Word and Excel; Salesforce; various social media platforms, such as Facebook, Instagram, and Twitter; graphic design software, such as Canva; web form platforms, such as FormAssembly; and videoconferencing platforms, including Zoom.
- Flexibility in schedule, including ability to work evenings and weekends as needed for events or meetings with various stakeholders.

#### **Physical Requirements and Work Environment:**

- Physical Requirements: Occasional lifting up to 25 pounds, some reaching, bending, walking, stooping, and squatting. Ability to communicate with various stakeholders, including general

public and Foundation Directors including, in writing, on telephone, and in person. Ability to engage in daily use of computer and phone, as well as frequent use of office equipment. Seeing to read and interpret a variety of materials. Prolonged periods of sitting or standing.

- Work Environment: Work primarily from Program Manager's home with occasional visits to the Foundation's office located in San Bruno, California; occasional travel to and work from conference centers, schools, event venues, and other public places; occasional work on weekends and evenings; occasional work outside in various weather conditions, including hot and cold weather conditions.

The Foundation is an equal employment opportunity employer and makes employment decisions based on merit, qualifications and competence. The Foundation does not discriminate on the basis of an individual's sex (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding), race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles), color, national origin, ancestry, ethnicity, religious creed (including religious dress and grooming), sexual orientation (including heterosexuality, homosexuality, and bisexuality), age (40 and over), marital status, military or veteran status, genetic characteristic or genetic information, physical or mental disability, or any other characteristic protected by federal, state or local laws. Diverse candidates are encouraged to apply.

**To apply, please submit a resume and cover letter to Executive Director Leslie Hatamiya at [lhatamiya@sbcf.org](mailto:lhatamiya@sbcf.org).** Applications will be reviewed on a rolling basis. The Foundation seeks to have the Program Manager begin employment no later than September 1, 2021.

6/28/2021