

LICKING COUNTY FOUNDATION

JOB DESCRIPTION

Position Title: Program Operations Manager
Position Supervisor: President
Status: Full-time, Non-exempt

Position Overview

The Program Operations Manager supports the effective implementation of the Foundation's program operations. This role works closely with the Grants & Capacity Officer and Education & Scholarship Officer to support trust-based grantmaking, partner engagement, scholarship application processes, and program-related outreach events. The position also collaborates with the Finance team on grant processing as well as other departments related to events, communication and operations.

Essential Responsibilities

Program Operations

- Manage day-to-day program operations that support the Foundation's grantmaking, including nonprofit research and engagement, grant partner relationship management, and grant processing activities.
- Manage reporting for program status and oversee internal tracking of grants, fund availability and program dashboard.
- Support the full grant and scholarship award process, including preparation of award and declination materials, and collaborate with Program, Finance.
- Assist in planning and facilitating nonprofit education and capacity-building events held throughout the year.
- Manage the scholarship operations by coordinating application preparation, applicant support activities, scholarship matching, and award facilitation.
- Help organize community meetings, grant partner and stakeholder convenings, and program-related advisory committee activities.
- Coordinate grant and scholarship mailings as needed.
- Perform operational tasks within the Scholarship Lifecycle Manager (SLM) and the (GLC) Grant Lifecycle Manager systems throughout all phases of their cycles.
- Assist with outreach efforts such as text message campaigns to scholarship recipients.
- Support the administration of "checkbook" grant programs, including tracking and processing related activities.
- Other duties as assigned.

Other Support:

- Take minutes during committee meetings, including but not limited to, Grant Partnership and Education & Scholarship committees; and prepares timely draft minutes for review
- Provide back up for organizing checks as received via mail; and scans check copies.
- Provide back up for processing incoming mail under dual control, logs and scans checks.
- Prepare quarterly grant distribution reports for board meetings.
- Perform general clerical and administrative tasks as deemed necessary for the smooth operation of the Foundation's fiscal services, including preparing letters/emails, phone calls, mailings, filing, copying, scanning, faxing, etc.
- Manage document filing and annual records retention/destruction process in accordance with LCF's policies.
- Participate in weekly staff meeting.
- Participate in relevant or required professional development.
- Occasional attendance at Foundation events outside of work hours.

Working Conditions and Schedule

- Maintain scheduled work hours, Monday to Friday.
- Regular work week is 40 hours per week.
- Open concept office environment.
- Some meetings and/or special events may require time outside of regular work week.
- Remote work may be applicable to this position.

Education

- Associate degree: or work experience sufficient to have developed solid knowledge of basic business functions

Qualifications and Experience

- High levels of interpersonal skills, with customer service skills in handling confidential and sensitive customer information is required.
- Data entry experience required.
- Nonprofit and/or philanthropic experience is preferred.
- Grants administration familiarity is a plus.

Knowledge, Skills and Abilities

- Excellent computer skills: proficiency in the use of Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.) and the ability to learn specialized community foundation management software.
- Strong organizational and problem-solving skills, prioritization, and self-motivation skills
- Strong written and oral communication skills.
- Ability to prioritize and handle multiple tasks independently, effectively managing shifting priorities and time-sensitive projects to meet deadlines.
- Well-organized, accurate, flexible and self-directed.

Key Attributes

- A commitment to the Foundation's values and mission with a genuine interest in serving the community.
- A commitment to continual learning and understanding of equity and inclusion, and the strengths and challenges of underserved, under-resourced, marginalized and vulnerable citizens.
- Work courteously, effectively, and comfortably with others, including donors, community leaders, volunteers, Foundation staff members, trustees, and visitors to the Foundation.
- Excellent judgment, flexibility, collaboration, and initiative.
- Personal and professional integrity.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hand to finger, handle or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include vision to read printed materials and a computer screen.

Compensation

Full-time; salaried; exempt position. Annual salary range is \$45,344 to \$68,016. Salary for this position will be commensurate with the selected candidate's work experience and qualifications. The Foundation offers a comprehensive benefits package.

How to apply:

Interested candidates should submit a resume and cover letter to mike@thelcfoundation.org. Electronic submissions are preferred. All submissions are confidential. Applications will be accepted until Sunday, April 12, 2026.

Licking County Foundation is an equal opportunity employer and actively seeks a diverse pool of candidates. There shall be no discrimination of persons on the basis of race, age, sex, marital status, disability, citizenship, philosophy/religion, national origin, sexual orientation, political affiliation or belief with regard to hiring, assignment, promotion or other conditions of staff employment.