Operations & Program Manager

Jennings County Community Foundation, Inc.

Location: North Vernon, Indiana
Position Type: Full-Time, Exempt
Reports To: Executive Director

Help Strengthen Jennings County Through Philanthropy

The Jennings County Community Foundation, Inc. (JCCF) is seeking an organized, relationship-focused, and mission-driven professional to serve as its Operations & Program Manager.

This position is responsible for overseeing the Foundation's daily operations while leading the administration of grants, scholarships, community initiatives, volunteer committees, and donor stewardship systems. As a key member of the Foundation team, the Operations & Program Manager ensures that JCCF's programs are delivered efficiently, professionally, and in alignment with donor intent and organizational goals.

The ideal candidate is a highly organized professional who enjoys balancing people-focused work with strong systems, processes, and project management. This individual will collaborate closely with the Executive Director to advance the Foundation's mission and community impact throughout Jennings County.

Position Overview

Under the guidance and leadership of the Executive Director, the Operations & Program Manager serves as the Foundation's primary administrator for grants, scholarships, committee operations, events, and organizational systems. The Operations & Program Manager ensures the successful implementation and management of the Foundation's programs and daily operations.

This role requires an initiative-taking and collaborative leader who can manage multiple priorities, maintain exceptional attention to detail, and build strong relationships with donors, nonprofits, volunteers, students, educators, and community partners.

Essential Responsibilities

Operations & Organizational Management

- Manage daily office operations and administrative functions.
- Maintain organizational systems, procedures, records, and operational workflows.
- Coordinate office technology, software systems, database management, and vendor relationships.

- Assist with financial administration, budget tracking, reporting, and audit preparation.
- Ensure organizational records are accurate, secure, and maintained in accordance with Foundation policies.
- Support organizational planning, reporting, and strategic initiatives.
- Prepare operational reports and materials for leadership and board review.

Grantmaking & Scholarship Administration

- Manage all Foundation grantmaking and scholarship programs from application through award and reporting.
- Oversee program timelines, eligibility verification, application review processes, and award notifications.
- Develop and maintain guidelines, applications, evaluation criteria, and reporting requirements.
- Coordinate scholarship and grant review committees to ensure fair and transparent decision-making.
- Monitor grant and scholarship outcomes and maintain complete program records.
- Identify opportunities for program enhancements and administrative efficiencies.

Volunteer & Committee Management

- Coordinate scholarship, grantmaking, advisory, and special project committees.
- Prepare meeting agendas, materials, evaluation summaries, and recommendations.
- Recruit, train, support, and recognize committee volunteers.
- Ensure committee processes are consistent, well-documented, and aligned with Foundation policies.
- Foster meaningful volunteer engagement through ongoing communication and support.

Donor Stewardship & Community Relationships

- Support donor and fundholder stewardship activities.
- Assist with preparation of donor reports, impact stories, and fund information.
- Respond to inquiries regarding grants, scholarships, and Foundation programs.
- Assist the Foundation at meetings, community events, and partner gatherings.

Events & Communications

- Assist in planning and executing donor events, scholarship recognition programs, fundholder gatherings, and community celebrations.
- Support communications efforts including newsletters, social media, website content, press releases, and marketing materials.
- Coordinate event planning, registrations, volunteers, and follow-up communications.
- Help communicate the Foundation's mission and impact to the broader community.

Compliance & Data Management

- Maintain accurate grant, scholarship, donor, fund, and constituent records.
- Ensure compliance with Foundation policies, donor intent, scholarship criteria, and applicable regulations.
- Prepare reports and documentation for audits, board meetings, and grant compliance requirements.
- Generate data reports and metrics that support organizational decision-making.
- Maintain confidentiality of donor, applicant, scholarship, financial, and organizational information.

Qualifications

Required

- Bachelor's degree in nonprofit management, business administration, public administration, communications, accounting, education, or a related field, or equivalent professional experience.
- Operations management, program administration, project management, philanthropy, education, or a related field.
- Excellent organizational and time-management skills.
- Strong written and verbal communication abilities.
- Ability to manage multiple projects and deadlines simultaneously.
- High level of professionalism, discretion, and attention to detail.
- Proficiency with Microsoft Office Suite and database management systems.
- Ability to work independently and collaboratively within a small team environment.

Preferred

- Experience working with a community foundation, nonprofit organization, educational institution, or philanthropic entity.
- Knowledge of grantmaking, scholarship administration, donor relations, and nonprofit operations.
- Experience supporting boards, committees, or volunteer organizations.
- Experience with donor management, grant management, or CRM software.
- Familiarity with nonprofit financial reporting and budgeting processes.

Desired Competencies

The successful candidate will demonstrate:

- Commitment to community service and philanthropy
- Strong relationship-building skills
- Excellent judgment and integrity

- Initiative and problem-solving abilities
- Effective project management skills
- Attention to detail and accuracy
- Ability to manage confidential information
- Outstanding customer service and communication skills
- Adaptability and willingness to learn

Compensation & Benefits

JCCF offers a competitive salary commensurate with experience and qualifications, along with a comprehensive benefits package, including:

- Paid vacation and holidays
- Simple IRA retirement plan with employer contribution
- Professional development opportunities
- Flexible and collaborative work environment
- Opportunities to make a meaningful impact in Jennings County
- Healthcare Stipend

About the Jennings County Community Foundation

The Jennings County Community Foundation inspires generosity, strengthens nonprofit organizations, awards scholarships, and invests in initiatives that improve quality of life throughout Jennings County. Through charitable funds, grantmaking, leadership, and community partnerships, the Foundation works to create a stronger future for generations to come.

How to Apply

Interested candidates should submit:

- Cover Letter
- Resume
- Three Professional References

Applications may be submitted to:

Kelly Kent, Executive Director
Jennings County Community Foundation, Inc.
Email: kkent@jenningsfoundation.net

Submit no later than December 11, 2026
