



Community Initiatives Program Manager

POSITION SUMMARY

The LaGrange County Community Foundation inspires generosity, leadership and service by connecting donors to community needs. Through grants, scholarships, and strategic partnerships, the Foundation builds permanent charitable resources that strengthen LaGrange County today and for generations to come. Today, the Foundation stewards \$37 million in assets across more than 150 funds, reflecting a growing commitment to local impact.

The **Community Initiatives Program Manager** leads the Foundation's community leadership efforts, advancing strategic initiatives and partnerships that enhance quality of life across the county. This role focuses on convening stakeholders, aligning community priorities, and guiding current key initiatives in areas such as trail development and early childhood education. The position serves as a connector between community needs, nonprofit capacity, and the Foundation's donor and grantmaking strategies.

CORE RESPONSIBILITIES

- Coordinates and facilitates cross-sector conversations among community stakeholders, including trail advocates, government leaders, childcare providers, hunger relief agencies, nonprofit and faith-based leaders, school administrators, etc., to address emerging and ongoing community needs.
- Builds and maintains strong relationships with community partners and stakeholders, serving as a key liaison to ensure projects reflect and advance community priorities.
- Represents the Foundation at regular and ad-hoc community meetings (e.g., Chamber, Economic Development, United Way, health-related coalitions) and stays informed on emerging community trends.
- Organizes public meetings, stakeholder sessions, and community input opportunities related to community projects.
- Collaborates with Foundation staff and freelancers to develop promotional materials, press releases, and social media content about key community initiatives such as trail development and early childhood education.
- Provides updates to donors, partners, and the public to demonstrate impact and encourage continued support.

- Works closely with the Executive Director to connect community leadership initiatives to donor development and grantmaking work as needed.
- Works one-on-one with nonprofit leaders in LaGrange County, connecting them to LCCF resources, other community resources, and each other.
- Keeps LCCF staff informed of emerging community needs identified through community meetings.

Trail Development

- Leads the Foundation's involvement in the development of the Hawpatch Trail in partnership with LaGrange County Trails, including coordination, stakeholder engagement, and public awareness.
- Builds and maintains partnerships to advance countywide trail development and strengthen community impact.
- Manages implementation, tracking, and reporting for the GIFT Phase VIII Community Leadership Implementation Grant, ensuring progress toward goals and measurable outcomes.
- Supports fundraising efforts for the Hawpatch Trail through donor engagement, communications, and partnership development.

Early Childhood Education

- Coordinates and facilitates the LaGrange County Early Learning Coalition, bringing together partners to identify priorities and align efforts.
- Leads the development of goals and actionable strategies to address gaps in early childhood services.
- Strengthens collaboration among providers, schools, and community organizations to strengthen access to quality early learning opportunities.

Education and Experience

- Bachelor's degree in education, business, public administration, nonprofit management, community development, or a related field.
- 3-5 years of experience in nonprofit, government, education, social services, community development, management, or business development is preferred.
- Experience in community engagement, coalition-building, or cross-sector collaboration is strongly preferred.

Skills and Abilities

- Strong written and verbal communication skills.
- Demonstrated ability to build relationships and collaborate effectively with diverse stakeholders.
- Experience convening and facilitating group discussions with a variety of audiences.

- Highly organized, with the ability to manage multiple projects and priorities simultaneously.
- Proactive and solution-oriented; able to identify challenges and take initiative to address them.
- Sound judgment and emotional intelligence in navigating complex or sensitive situations.
- Professional presence with the ability to represent LCCF with credibility and integrity.
- Strong teamwork skills with the ability to work collaboratively with internal staff and external partners.
- Proficient in Microsoft Office applications, including Word and Excel.

Compensation, Benefits & Schedule

This is a full-time, salaried position (37.5 hours/a week) with a typical schedule of 8:00 a.m. to 4:00 p.m., Monday through Friday. The salary range is \$55,000 - \$58,000, commensurate with experience and final terms.

Employees are eligible for a SIMPLE IRA retirement plan with employer matching and receive a time-off package that includes up to 12 days of earned time off in the first year for vacation, sick, and personal days, 11 paid holidays, and paid summer break from June 30 through July 3. The Foundation is closed annually the week of July 4.

This is an office-based role with local travel for meetings and site visits. While standard hours are Monday through Friday, some evening or weekend work may be required to support community events or key organizational milestones.

To Apply

We encourage all interested applicants to apply, even those who do not precisely match every job requirement. Interested applicants should submit a cover letter and resume to oyoder@lccf.net.