



Capacity Building Program Manager

Job Title: Program Manager (full-time)

Location: Mt. Sterling, IL and remote **An employee of:** Dot Foods **Reports to:** TFF Executive Director

Your Role: The TFF Capacity Building Program Manager will help the Tracy Family Foundation (TFF) and related charitable entities pursue their vision and mission, with a specific focus on leading the foundation's programs and projects that help nonprofit organizations improve their effectiveness. The Capacity Building Program Manager is responsible for organizing TFF's curated [Capacity Building programs](#) and designing new programs that will help organizations deliver stronger programs, pursue opportunities, build connections, and innovate.

Essential Responsibilities:

- *Culture* | Work in a manner consistent with the core values of the Robert and Dorothy Tracy family.
- *Program Management* | Execute TFF's existing Capacity Building programs, collaborate with training partners, and issue Requests for Proposals.
- *Program Design* | Identify national best practices, innovations, and nonprofit organization needs and design Capacity Building programs to provide education and training for nonprofit organization leaders.
- *Consultation and Coaching* | Review draft grant applications and coach organization leaders on ways to strengthen their applications before submission. Connect organization leaders with peers, experts, and other resources that will improve their work.
- *Grant Application Review* | Work with TFF Staff to review and analyze grant applications. As required, conduct organization site visits and follow up.
- *Final Impact Reports* | Review Final Impact Reports to ensure proper utilization of TFF funds and to gather data and images of TFF's impact.
- *Other* | Execute other tasks as assigned by the TFF Executive Director and consistent with the Capacity Building Program Manager's experience and skills.

We Need You To Have:

- Bachelor's degree
- Strong written and verbal communication skills
- Passion for growth, collaboration, and innovation
- Good organizational skills and attention to detail
- Demonstrated aptitude with Microsoft Office
- Nonprofit volunteer experience

Benefits and Compensation:

- \$60/month cell phone reimbursement
- Dot Food's competitive health insurance and retirement benefits
- Competitive compensation benchmarked with Council on Foundations and Exponent Philanthropy.

We'd Like You To Have:

- Experience with coaching, training, and/or curriculum development
- Previous employment with a nonprofit organization
- Strong preference will be given to candidates that have nonprofit leadership experience

TFF Office Requirements:

- Must reside in Adams, Brown, Cass, Greene, Hancock, McDonough, Morgan, Pike, Schuyler, or Scott County in Illinois.
- Must work from TFF's office in Mt. Sterling, IL at least one day every week. Other work can be done remotely.

About the Tracy Family Foundation:

The Tracy Family Foundation (TFF) was established in 1997 by the Robert and Dorothy Tracy family to advance innovative, collaborative, and sustainable change in Brown County, Illinois, and the surrounding region through organizations that share the values of family, faith, education, leadership, and community. TFF seeks to cultivate a philanthropic spirit in all generations of the Tracy family by providing opportunities for the family to give and serve together. TFF has awarded more than 7,000 grants for more than \$60 million to organizations serving their communities.