



Job Title: Program Manager  
FLSA Classification: Exempt, full-time (40 hours week).  
Compensation: \$80,000- \$85,000 FTE  
Reports To: Director, Programs & Strategic Partnerships  
Remote Eligible: North Bay based, with regular presence in West Marin.  
Offices in Point Reyes Station, CA  
Effective Date: January 2024 -- Open until filled

West Marin Fund is a community foundation that inspires giving and mobilizes resources to enhance the long-term wellbeing and quality of life for all in coastal West Marin, California. The Fund provides grants and training for local nonprofits and convenes key stakeholders to help identify and fund equitable solutions to challenges facing people who live, work and visit in West Marin.

### **Position Summary**

The Program Manager coordinates key elements of our programs and grantmaking, and fosters collaboration and capacity among organizations and groups serving West Marin’s diverse populations and priorities. The Manager’s work priorities align with West Marin Fund’s 10-year vision and strategic direction, and 3-year goals and outcomes. The Program Manager reports to and works with guidance from the Director, Programs and Strategic Partnerships.

### **Key responsibilities**

- Provide management, representation, coordination and administrative support of West Marin Fund’s special initiatives and collaborative efforts.
- Coordinate and provide administrative support for the West Marin Collaborative to enhance services and quality of life for underserved populations in West Marin.
- Oversee our grant-making cycles, ensuring timely completion of a multi-step, multi-stakeholder process.
- Contribute to the planning, budgeting, implementation and evaluation of special initiatives, with clearly defined purpose, goals, and outcomes for collaborative impact.
- Conduct research, compile and analyze data, and prepare reports on priority issue areas.
- Organize meetings and gatherings to promote collaborative learning and action.
- Support the planning and coordination of key meetings and convenings to gather perspectives on challenging issues and identify possible solutions and resources.
- Inform and engage families, community members and donors for positive change.
- Promote data gathering and stories of lived experience for deeper understanding of challenges and solutions.
- Provide regular updates and progress reports.
- Other duties as required



Job Description may be subject to update and revision based on priorities of West Marin Fund.

**Qualifications:**

**Essential Experience and Skills**

- Commitment to and experience advancing Diversity, Equity, Inclusion and Racial Justice.
- Solid research and analytical skills, with experience in planning, implementing, monitoring, and evaluating initiatives and activities; experience developing and tracking budgets.
- Adept at building effective collaborative relationships with nonprofit staff, donors and policy-makers.
- Strong written and verbal communication skills and high level of interpersonal skills: e.g., listening, empathy, willing to assist others, flexible attitude. Effective at communicating with a range of audiences.
- Culturally competent in working with individuals and groups of diverse racial and socio-economic backgrounds.
- Technologically savvy with proficiency in MS Suite (Excel, Word, Outlook), plus experience using databases, presentation software, shared project management tools, and remote meeting management.
- Excellent attention to detail with high level of accuracy; strong organizational, project and time management skills. Strong decision making and problem-solving skills, with ability to take initiative and to accept direction or seek guidance.
- Ability to acquire background and develop a proficient understanding of new subject matter as related to the Fund’s goals, emerging issues, initiatives and priorities.
- Ability to maintain confidentiality and respect for values-based work.

**Additional preferred experience includes:**

- A minimum of five years of relevant work experience in the nonprofit or philanthropic sector
- Knowledge of rural communities in California, with preference for knowledge of West Marin
- Experience and expertise in the field of early childhood development and educational equity
- Bilingual English Spanish

**Education**

- Undergraduate or bachelor’s degree preferred or equivalent education and experience.

**COMPENSATION AND BENEFITS**

- Full time exempt position (40 hours/week)
- \$80,000-\$85,000, based on experience and qualifications
- Paid vacation, sick leave and HRA health benefits available from first day of employment
- Professional development opportunities and training



Remote Work: Some flexibility for hybrid, in-person and remote, work.  
Employees must reside or plan to reside in California.

**Work Environment / Physical Requirements:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without accommodation. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to hold and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 25 pounds.

Requesting Accommodations: West Marin Fund is committed to the full inclusion of all qualified individuals. As part of this commitment, The Fund will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [jobs@westmarinfund.org](mailto:jobs@westmarinfund.org)

**TO APPLY:** Please send a cover letter that summarizes how this position fits with your experience, skills and interests and your resume to: [jobs@westmarinfund.org](mailto:jobs@westmarinfund.org)

For more information about our work, please visit [www.westmarinfund.org](http://www.westmarinfund.org)

No walk-ins, no recruiters.

*West Marin Fund is an equal opportunity employer committed to diversity, equity and inclusion.*

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