



# THE SIRAGUSA FOUNDATION

## POSITION OPEN

Title: Program and Operations Manager

Reports to: Executive Director

### **Organization Description**

The Siragusa Foundation, established in 1950 by Ross D. Siragusa, is a private family foundation that is committed to honoring its founder by sustaining and developing Chicago's extraordinary nonprofit resources. Through its five program areas – arts and culture, education, environment, health, and human services – the foundation funds organizations in the metropolitan Chicago area that provide access to services and opportunities that help underserved individuals and their communities experience a better quality of life. The foundation annually awards approximately \$1.2 million to 130 nonprofits.

### **Position Overview**

The Siragusa Foundation is seeking an energetic, diligent, self-motivated and articulate team player to join its staff as a Program and Operations Manager. This position offers the opportunity to participate in a broad range of foundation operations as part of a professional, team-oriented small office.

The Program and Operations Manager will play a hands-on role in the foundation's grantmaking and administration, working in close partnership with the foundation executive director and grants administrator to carry out and manage the operational and programmatic functions of the foundation's activities to ensure effectiveness and efficiency.

The role involves direct involvement in the grantmaking processes with nonprofit organizations, grant applicants and grantees; serving as a technical and professional resource both within and outside the foundation; and with executive director oversight responsibility for ongoing operations of the foundation including but not limited to research, compliance and communications related to financial management and reporting, vendor management and business administration.

Applicants who have previous program, management, administrative and communications experience are preferred. An understanding of the philanthropic and the non-profit sector is a plus.

The position will begin mid-summer 2014 to assist in the transition of the foundation's president/CEO with specific tasks, which include creating/updating employee manuals and handbooks, event planning, transition correspondence, publication management and special projects related to grantmaking, to be further defined upon hire. In 2015 and beyond, the role will be expanded as described. This position reports to the executive director.

## **Responsibilities include:**

### **Program-Related**

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- Develop working knowledge of the history and tradition of the foundation.
- Assist the executive director in examining, developing, implementing, documenting and communicating the goals, priorities and values of the foundation.
- Serve as a liaison between the foundation and grant seekers, responding to inquiries as needed.
- Review and assess letters of intent and grant proposals.
- Research applicant organizations, compile information specific to grant proposals, collect background information.
- Research and investigate nonprofits based on priorities of the foundation.
- Conduct site visits: research, schedule, prepare, document/report. Attend grantees events and luncheons, as applicable.
- Participate in internal team review of grant applications/proposals.
- Prepare and present written proposal summaries, analyses and recommendations for the executive director and the board of trustees.
- Oversee the development and preparation of grant docket materials.
- Participate in the development and implementation of an evaluation program for grants.
- Develop working knowledge of Gifts database, understand its applications.
- Participate in philanthropic networks. Stay abreast and monitor trends in the nonprofit and foundation arena. Identify and undertake professional development and training.

### **Administration & Finance**

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- Draft budget for annual expenditures in consultation with executive director; assist with preparation of foundation's entire annual budget.
- Maintain up-to-date versions of important/corporate documents as required by law (for example, board meeting minutes, foundation bylaws) and communicate with executive director to ensure annual review of such documents and processes.
- Ensure the maintenance of appropriate financial records and preparation of required financial reports.
- Work with executive director to reconcile foundation expenditures between internal QuickBooks accounting software and bank statements.
- Work with executive director and bookkeeper/accountant for timely preparation of tax return and related reports.
- Ensure that the foundation is efficiently organized to comply with human resource processes and requirements, in accordance with legal and internal policies.
- Aid in the formation and implementation of standard operating procedures and personnel policies; taking into account state and federal changes in personnel administration and payroll taxation.
- Assist with administration of benefit programs including preparation and maintenance of associated records and reports.
- Maintain personnel job descriptions, employee handbooks/manuals and employment policies.
- Oversee updating of public foundation records at online locations (i.e., field/sector surveys and questionnaires, foundation directories).

### **Other**

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- Provide supervision, support, coaching and training for junior-level staff in conjunction with executive director.
- Manage and support foundation events and program activities (i.e., board meetings, educational sessions, receptions, etc.) as required.
- Assist with special projects managed by the executive director.
- Provide coverage and back up for other administrative tasks and grants administration, as needed.

## **Skills and Qualifications**

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- Bachelor's degree and 5-7 years of relevant experience; a graduate degree is a plus. Experience in business administration, grantmaking, program/project management, preferably in a non-profit or philanthropic foundation setting.
- Knowledge of best practices, and legal, accounting and regulatory requirements for grantmaking; understanding of IRS regulations regarding private foundations.
- Proficiency in Microsoft Office Suite, QuickBooks accounting software and familiarity with MicroEdge GIFTS grants database management system, including preparation of data displays and reports.
- Excellent verbal and written communication skills, strong customer-service orientation, outstanding negotiation skills, professional composure under pressure.
- Superior attention to detail and excellent organizational, time-management and project management skills with the ability to prioritize, multi-task and work independently as well as collaboratively as a member of a team.
- Strong judgment, analytic reasoning, critical thinking and problem solving skills.
- Impeccable, integrity and trustworthiness, with an ability to handle sensitive information effectively and confidentially.
- Professional and emotional maturity that demonstrates warmth, dependability, responsiveness, initiative, flexibility, knowledge, credibility and a good sense of humor.
- Ability to work well with diverse colleagues with varied personalities and work styles.
- Ability to interact effectively and maintain positive working relationships with vendors, grant seekers, grantees, board and staff.
- Flexibility in approach and willingness to adapt when necessary.

This description should not be construed to contain every function or responsibility that may be required to be performed in this job; others may be assigned.

## **Salary and Application Information**

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Salary range is \$42,000-\$50,000 FTE, depending on qualifications and experience. Excellent benefits include health, dental and 401(k) retirement plan. Position begins as soon as possible.

Interested candidates should send a resume, references, salary history and thoughtful cover letter describing your specific qualifications and interest in the position to [srthakkar@siragusa.org](mailto:srthakkar@siragusa.org). Applications will be reviewed as they are received. Submissions without cover letters will not be considered. Applicants who best match the position needs will be contacted.

Please, no telephone inquiries. For more information about The Siragusa Foundation visit [www.siragusa.org](http://www.siragusa.org).

*The Siragusa Foundation is an Equal Opportunity Employer  
and committed to maintaining a diverse workplace.*