

Four County Community Foundation Program & Grant Coordinator



Position Summary

The Program & Grant Coordinator provides operational, administrative, and program support to ensure the effective functioning of the Foundation. This part-time position oversees recurring and seasonal activities, including grant cycle administration, event planning, communications, and executive office support. Working closely with staff, board members, volunteers, and community partners, the Coordinator helps advance the Foundation's mission and community impact.

Key Responsibilities

Grant Administration

- Coordinate the Foundation's quarterly grant cycle, including application processing, tracking, committee support, communications, and follow-up activities.
- Maintain grant records and assist with reporting and evaluation.
- Serve as a primary contact for grant applicants and community partners.

Event Planning

- Coordinate logistics for the Foundation's annual event.
- Manage event timelines, registrations, vendors, volunteers and event communications.
- Assist with post-event evaluations and reporting.

Special Projects

- Support Foundation committees and affiliated initiatives.
- Coordinate special projects including golf outings, workshops, educational programs, and fundraising events.
- Prepare meeting materials, facilitate communications, and track project progress.

Administrative Support

- Provide day-to-day administrative support for Foundation operations.
- Prepare committee agendas, reports and meeting materials.
- Answer phones, respond to inquiries, manage correspondence, and assist visitors.

- Maintain organizational records and filing systems.

Communications & Development

- Assist with the preparation and distribution of annual reports and other publications.
- Support email and direct-mail campaigns.
- Assist with donor communications, database management and outreach.

Other Duties

- Support Foundation leadership and staff with organizational initiatives and other duties as assigned.

Qualifications

- Strong organizational and project management skills.
- Excellent written and verbal communication.
- Ability to manage multiple priorities with accuracy and attention to detail.
- Proficiency with Microsoft Office, social media and graphic design platforms (such as Canva).
- Experience in nonprofit administration, grants, event planning, communications, or a related field preferred.
- Ability to work independently and collaboratively with staff, volunteers, committees, and community partners.

Schedule

Part-time position, 25 hours per week (Monday-Friday 9:30 a.m.- 2:30 p.m.) Occasional schedule flexibility, including evening or weekend hours, may be required for meetings and special events.

Please send a cover letter and resume to Kathy Dickens at kdickens@4ccf.org by September 1, 2026.

Four County Community Foundation
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