



Flourish with us as our Program Manager!

Join our team of dedicated professionals in strengthening our community for current and future generations by helping people make a difference in the lives of all.

As the Program Manager, you will work within the Community Engagement team at the Community Foundation for the Fox Valley Region and will have the opportunity to shape the programming that NPLI offers in the community, equipping our nonprofits with the education, tools, and resources they need to do their important work. In this role, you will manage some of the programming and support crafting communications needed to elevate nonprofit sector advocacy, raise awareness about program offerings, and the latest trends or updates facing nonprofits. You'll build relationships with nonprofit leaders and support here is them with resources and training that they may need.

If you have five years of relevant experience with two of those years within the nonprofit sector, we want to hear from you! Qualified candidates need to have experience leading programs, building relationships, and working with volunteer or advisory committees/boards. Event planning experience is preferred. Experience with marketing and content creation related to impact is a plus. Please see the detailed job description below.

We are certified as a gold-level Employee Friendly Workplace by the Fox Cities Chamber of Commerce! This certification recognizes employers who demonstrate a significant commitment to promoting work/life integration by creating a positive work environment and experience for all employees.

We offer a flexible and hybrid working environment. Our team currently works in our office at 4455 W. Lawrence Street in Appleton, WI, or remotely in the Fox Valley area. In addition to a flexible working environment, it is important to us to offer a generous benefit package to our team members. Our current package includes medical, dental, and vision insurance, 401(k), paid time off, paid volunteer hours, and professional development. This position is a full-time, benefits eligible position. The salary range starts at \$60,000. A start date no later than September 2026 is preferred.

We are excited to learn more about your experience! **Please submit your resume and cover letter to careers@cffoxvalley.org using the following email subject line: Program Manager of NPLI.**



Job Description

POSITION TITLE: Program Manager of Nonprofit Leadership Initiative

DEPARTMENT: Community Engagement

LOCATION: Community Foundation for the Fox Valley Region 4455 W. Lawrence St. Appleton, WI 54914

REPORTING TO: Director of Nonprofit Leadership Initiative

FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt

SCHEDULE: Full-time Benefits Eligible

LAST UPDATED: July 15, 2026

POSITION SUMMARY

The **Program Manager of NPLI** is part of The Foundation's dedicated team of professionals who work together under the core values of belonging, integrity, respect, stewardship, and teamwork, to support the strategic direction and mission of the Foundation, strengthening our community for current and future generations by helping people make a difference in the lives of all.

The **Program Manager of NPLI** is a key member of the Community Engagement team and plays a central role in translating program strategy into consistent, high-quality delivery. This position owns execution and coordination of nonprofit and leadership programming associated with the Nonprofit Leadership Initiative (NPLI), ensuring offerings are well-organized, community-centered, and aligned with the Foundation's engagement strategy. This role manages program workflows, supports continuous improvement, and maintains strong relationships with participants, trainers, and partners. The Program Manager collaborates closely with the Community Engagement colleagues to ensure programs are delivered effectively, equitably, and with a strong participant experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Execution and Coordination

- Manages implementation of assigned NPLI programs, ensuring consistent, high-quality delivery of convenings, trainings, and learning cohorts.
- Coordinates program logistics, including scheduling, trainer contracts, materials, venue needs, and event execution, in partnership with administrative and engagement support staff.
- Maintains program timelines, workflows, and documentation, ensuring clarity, accuracy, and alignment with established processes.
- Builds and maintains strong relationships with participants, trainers, and stakeholders, ensuring responsiveness and a positive participant experience.
- Oversees program communications and promotion, preparing event listings, registration pages, emails, and marketing inputs in alignment with the Foundation's brand and marketing strategy

Program Quality and Continuous Improvement

- Monitors program performance, tracking participation, survey feedback, and key metrics to inform improvements and reporting.
- Prepares summaries, reports, and recommendations to support Director-level decision-making and governance updates.
- Supports program refinement, collaborating with Community Engagement colleagues to vet new offerings, update curriculum, and strengthen participant experience.
- Identifies operational gaps or process improvements and recommends adjustments within established frameworks.



- Ensures completion of post-program processes, including surveys, attendance tracking, documentation, and preparation of reports for leadership and governance bodies.
- Maintains accurate records and data, ensuring integrity of program information and supporting organizational learning.

Cross-Team Collaboration and Coordination

- Collaborates across Community Engagement and the Foundation to ensure alignment of timelines, communications, and participant experience.
- Coordinates with marketing partners to ensure accurate, timely, and compelling program promotion.
- Supports committees, trainers, and volunteers by preparing materials, managing logistics, and ensuring clarity of expectations.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- Five (5) years of experience relevant to the major responsibilities of the position with at least two (2) years of prior experience in the nonprofit sector is required.
 - Experience in leading programs, successful relationship building, and working with volunteer or advisory committees/boards.
 - Proficiency in Office 365, including Word, Excel, Outlook, PowerPoint, and Teams is required.
 - Event planning experience is preferred.
- Experience with marketing and content creation related to impact is a plus.

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional writing, editing, and verbal communications skills.
- Highly organized and attentive to details.
- Outstanding interpersonal communication skills.
- Excellent organizational and leadership skills.
- Aptitude in problem-solving.
- Highly motivated self-starter and goal oriented.
- Ability to work independently and collaboratively as a member of a team.
- High level of professionalism, integrity, and ethics with respect for, and discretion about confidential information.
- Ability to handle multiple tasks simultaneously and manage time effectively.
- High level of creativity and ability to complete creative tasks or motivate others to accomplish the shared vision.
- Knowledge of capacity building, fundraising, nonprofit sector needs.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodation, to successfully perform the essential functions of this job. Primarily perform work in an office environment.

- Primarily perform work in an office environment.



- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended periods of time.
- Lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds
- Travel occasionally to surrounding area businesses for events, meetings, etc.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.