



## **Position Descriptions – Programs and Strategy**

*The following samples have been collected from NCFP members and are shared as examples only. Job titles that are part of this collection currently include:*

- Director of Programs
- Network Manager
- Program and Grants Associate
- Program and Operations Manager
- Program Assistant
- Program Associate
- Program Director
- Program Manager
- Program Officer
- Senior Program Officer
- Vice President for Programs
- Vice President for Strategy and Impact

*NOTE: If you have a position description that you would like to share here, or if you would like one of the sample descriptions below removed from this list, please contact [ncfp@ncfp.org](mailto:ncfp@ncfp.org).*

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### **Director of Programs**

- [Director, Early Literacy Initiatives \(Davis, 2023\)](#)
- [Director of Programs \(Prebys Fdn, 2023\)](#)

### **Network Manager**

- [Network Manager \(Switzer Foundation, 2020\)](#)

### **Program and Grants Associate**

- [Program and Grants Associate \(McKnight Foundation, 2021\)](#)
- [Program and Grants Associate \(Stranahan Fdn, 2023\)](#)

### **Program and Operations Manager**

- [Program and Operations Manager \(TSF, 2014\)](#)
- [Program Operations Manager \(Packard Foundation, 2014\)](#)

### **Program Assistant**

- [Program Assistant \(Vista Hermosa, 2020\)](#)
- [Program Assistant \(Leeway Foundation, 2014\)](#)
- [Program Assistant \(Shubert Foundation, 2014\)](#)

### **Program Associate**

- [Program Associate, Global Reproductive Health \(Packard, 2023\)](#)
- [Program Associate \(Baszucki Group, 2023\)](#)
- [Program Associate \(Burke, 2023\)](#)

- [Program Associate \(Hoffberger, 2023\)](#)
- [Program Associate \(The Russell Family Foundation, 2021\)](#)
- [Program Associate \(Tauck FF, 2016\)](#)
- [Program Associate \(Smith FF, 2015\)](#)

#### **Program Director**

- [Program Director, Immigrant Rights \(Haas, Jr. Fund, 2023\)](#)
- [Program Director \(Longbrake Foundation, 2020\)](#)
- [Program Director for Health and Human Services \(Crown Family Philanthropies, 2014\)](#)
- [Program Director \(Evelyn & Walter Haas, Jr. Fund, 2014\)](#)

#### **Program Manager**

- [Program Manager \(Barbara Lee FF, 2022\)](#)
- [Program Manager \(Marriott Foundation, 2014\)](#)

#### **Program Officer**

- [Program Officer Competency Model \(Johnson Center, 2017\)](#)
- [Program Officer \(Acton Family Giving, June 2023\)](#)
- [Program Officer \(Lubin FF, 2023\)](#)
- [Program Officer, Health and Social Services \(Nord, 2023\)](#)
- [Program Officer \(Brinson, 2022\)](#)
- [Program Officer \(Roundhouse Foundation, 2020\)](#)
- [Program Officers \(McKnight, 2020\)](#)
- [Program Officer Position \(Emily Hall Tremaine Fdn, Jan 2018\)](#)
- [Program Officer \(HJSF, 2016\)](#)

#### **Senior Program Officer**

- [Senior Program Officer \(Klarman, 2023\)](#)
- [Senior Program Officer \(Schultz Family Foundation, 2022\)](#)
- [Senior Program Officer \(Smith Family Fdn, 2016\)](#)
- [Senior Program Officer \(James Irvine Fdn, 2016\)](#)

#### **Vice President for Programs**

- [Vice President for Programs \(Haas Jr. Fund, 2018\)](#)

#### **Vice President for Strategy and Impact**

- [Vice President for Strategy and Impact \(Tow Foundation, 2023\)](#)