



**COMMUNITY
FOUNDATION**
— of the —
TEXAS HILL COUNTRY

Senior Program Officer

Kerr County Flood Relief Initiative

Reports To: Chief Executive Officer

Location: Kerrville, Texas (Hybrid work possible)

Status: Full-Time, Exempt

Salary: \$66,000

Position Overview

The Community Foundation of the Texas Hill Country seeks two dynamic and mission-driven Program Officers to lead the strategic implementation of the Kerr County Flood Relief Initiative. Each Program Officer will be responsible for managing three of the six long-term recovery funds, working in partnership with nonprofit organizations, local stakeholders, advisory councils, and grantees to ensure that resources are distributed fairly, efficiently, and with lasting community impact.

This is a unique opportunity to shape the region's recovery and resilience efforts across housing, mental health, environmental restoration, and nonprofit infrastructure.

Key Responsibilities

Grantmaking and Program Oversight

- Manage the full lifecycle of grantmaking for three funds, including application review, due diligence, funding recommendations, reporting, and compliance.
- Build and maintain strong, supportive relationships with grantee organizations.
- Monitor grantee performance and offer technical assistance as needed to support success.

Advisory Council Engagement

- Staff 3 fund-specific advisory councils; prepare agendas, facilitate meetings, and incorporate input into funding strategies.
- Ensure clear and transparent communication between advisors and Foundation leadership.

Strategic Implementation

- Translate fund goals into actionable strategies and timelines.
- Identify gaps in services or funding and propose adjustments to grant priorities accordingly.
- Coordinate with local and regional recovery leaders, including nonprofits, government agencies, and business groups.

Collaboration and Communication

- Work closely with the second Program Officer to ensure a consistent approach across all funds.
- Share insights and trends with Foundation leadership to inform broader recovery strategy.
- Assist with public reporting, impact storytelling, and donor updates.

Qualifications

- Minimum 5 years of experience in philanthropy, nonprofit management, disaster recovery, or community development.
- Strong project management and organizational skills.
- Experience with grantmaking or nonprofit funding preferred.
- Excellent communication skills—both written and interpersonal.
- Ability to work independently and collaboratively.
- Strong commitment to the mission of the Community Foundation and the recovery of Kerr County.

Preferred Qualities

- Local knowledge of the Texas Hill Country region.
- Experience working with advisory boards or community-based decision-making.
- Comfort with data tracking, grant software, and impact reporting.

Compensation and Benefits

- Competitive salary
- Health insurance, retirement match, and generous PTO
- Professional development opportunities
- Meaningful, community-centered work

Please email a cover letter and resume to jobs@communityfoundation.net.