Vacancy: Manager ($32–$38/hour, depending on experience)

ABOUT THE MENDOCINO COAST HEALTHCARE FOUNDATION (MCHF)

The Mendocino Coast Healthcare Foundation (MCHF) is a 501(c)(3) nonprofit dedicated to strengthening the health and wellness of the Mendocino coastal community. Through strategic grants and partnerships, we provide critical support to hospitals, clinics, volunteer fire departments, wellness agencies, students, community health programs, and oncology patients in partnership with the Cancer Resource Centers. Our work helps ensure high-quality, responsive healthcare for everyone who lives on or visits the coast.

POSITION: MANAGER

The Manager helps keep MCHF's daily operations running smoothly and serves as a key representative of the organization in the community. This role handles administrative and office management tasks, oversees facilities and supplies, manages volunteers and contractors, supports fundraising and donor relations, and assists with budget and financial processes. The position offers opportunities for growth and expanded responsibilities based on organizational needs.

The Manager works closely with the Board of Directors—primarily the Executive Committee—to support MCHF's mission, maintain financial transparency, and help deliver impactful health and wellness programs.

This is an hourly position (half-time to full-time) based at 130 N. Main Street in Fort Bragg, CA, with the possibility of a limited hybrid schedule. The role also supervises a part-time Administrative Assistant.

KEY RESPONSIBILITIES

Administrative & Operational Support:

• Maintain efficient office procedures, manage supplies, oversee facilities, and support daily operations.
• Manage calendars, schedule meetings, coordinate appointments, and prepare documents, reports, and presentations.
• Handle contract management, invoicing, and communication with Board members, staff, and partners.

Program, Grants & Community Engagement

• Work with the Board Executive Committee to implement programs aligned with MCHF's health and wellness priorities.
• Support subcommittees in identifying and pursuing grant opportunities.
• Maintain strong relationships with healthcare and wellness organizations across the coast.

Fundraising & Donor Relations:

• Assist with donor cultivation, solicitation, and stewardship.
• Participate in fundraising activities and represent MCHF in the community.

Volunteer & Contractor Oversight

• Recruit, coordinate, and support volunteers.
• Oversee contractors providing support services.
• Supervise a part-time Administrative Assistant.

REQUIRED QUALIFICATIONS

• Experience working or volunteering in the nonprofit sector and ability to learn new processes.
• Passion for supporting local healthcare and wellness.

DESIRABLE QUALIFICATIONS

- Strong organizational and project-management skills; ability to manage multiple tasks and meet deadlines.
- Experience with fundraising and donor relations.
- Experience recruiting and managing volunteers.
- Familiarity with office services such as open-office hours, mail handling, and general administrative workflows.

TO APPLY

Email info@mchfoundation.org with:

- A resume addressing required and desired qualifications
- References

You may also email to request additional information.