



ΙΔΡΥΜΑ ΣΤΑΥΡΟΣ ΝΙΑΡΧΟΣ  
STAVROS NIARCHOS  
FOUNDATION

Position: Program Officer

Location: Position available in New York, NY, USA

Start date: Fall 2019/Winter 2020

Salary: Commensurate with experience

**Description:**

The Program Officer reports to the Director of Programs, and will work with the SNF Programs team on every aspect relating to the Foundation's grant-making activities.

*Note: All candidates must be eligible to live and work in the United States. All necessary potential work permits and visa logistics need to be in place by the time of application. Candidates are responsible for all travel and accommodation expenses.*

**Responsibilities:**

- Review and assess grant-making proposals
- Recommend grants for funding by providing analysis of strengths, weaknesses, and risks
- Conduct site visits and meetings for pending and active grants
- Handle administrative tasks related to review of grant proposals and active grants
- Update CRM database with critical grantee information throughout the lifecycle of a grant
- Communicate with prospective grantees and maintain relationships with current grantees
- Request, evaluate, respond to, and track all reporting from grantees
- Communicate with grantees to obtain proposal-related materials, permission for web postings, and payment information
- Collaborate with the foundation's Communications team for the proper acknowledgement and publicity of grants
- Work with Programs team on the preparation of the Board of Directors booklet, and present proposals and pending grants to SNF Programs Team and Board of Directors

**Requirements:**

- Bachelor's degree required
- Experience in the non-profit sector and/or understanding of issues related to not-for-profit management
- Strong analytical skills and oral and written communication skills
- PC computer skills as well as an eagerness to learn a custom database
- Ability to work collaboratively and in a flexible, helpful manner in a small office
- Exceptional organizational skills and the ability to multi-task
- Superb attention to detail
- Ability to attend evening events
- Professionalism, discretion, diplomacy, and a sense of humor

**About the Stavros Niarchos Foundation:**

The Stavros Niarchos Foundation (SNF) is one of the world's leading private, international philanthropic organizations, making grants to nonprofit organizations in the areas of arts and culture, education, health and sports, and social welfare. Since 1996, the Foundation has committed more than [\\$2.8 billion](#) through more than 4,500 grants to nonprofit organizations, in [124 nations around the world](#).

The SNF funds organizations and projects, worldwide, that aim to achieve a broad, lasting and positive impact for society, at large, and exhibit strong leadership and sound management. The Foundation also supports projects that facilitate the formation of public-private partnerships as an effective means for serving public welfare.

Every application that we receive is important to us and it will receive a careful examination. In order to be able to focus as much as possible on the task of evaluating incoming submissions, we will notify only applicants selected for an interview.

Application Instructions: Please send resume and cover letter to [SNFHR@snf.org](mailto:SNFHR@snf.org) by September 30, 2019, 5PM EST, indicating in the subject line both the position and office to which you are applying.