Position: Program Officer  
Location: New York, NY, USA  
Start date: Winter 2022  
Job Type: Full time

Position Summary:
Reporting to the Co-Chief Programs and Strategic Initiatives Officers, the Program Officer will work with the SNF Programs team on all aspects relating to the Foundation’s grantmaking activities, with a particular focus on SNF’s Social Welfare grantmaking pillar.

Responsibilities:
• Review and assess grantmaking opportunities, and manage full lifecycle of grants in portfolio  
• Recommend grant proposals for funding by providing analysis of strengths, weakness, and risks  
• Present grant proposals and updates to SNF management and Board of Directors when needed  
• Conduct site visits and meetings for pending and active grants (as public health circumstances permit)  
• Communicate with prospective grantees and maintain relationships with current grantees  
• Manage reporting from grantees and handle administrative tasks related to grantmaking activities  
• Update database with critical grantee information throughout the lifecycle of a grant  
• Communicate with grantees to obtain proposal materials, permission for web postings, and payment information

Requirements:
• Bachelor’s degree required, advanced degree preferred  
• Experience in the non-profit sector and/or understanding of issues related to not-for-profit management  
• Strong analytical, oral, and written communication skills, and presentation abilities  
• PC computer skills as well as an eagerness to learn a custom database  
• Ability to work collaboratively and in a flexible, collegial manner in a small office  
• Exceptional organizational skills and the ability to manage a wide-ranging portfolio  
• Superb attention to detail  
• Ability to attend evening events when needed  
• Professionalism, discretion, and a sense of humor

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.

SNF prohibits discrimination against employees and applicants for employment because of the individual’s race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, sexual and reproductive health decisions or decision making (of employees or their dependents), gender identity or expression, disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, pre-employment arrest record, sexual and reproductive health decisions or decision making, or any other characteristic protected by law.

About the Stavros Niarchos Foundation:
The Stavros Niarchos Foundation (SNF) is one of the world’s leading private, international philanthropic organizations, making grants in the areas of arts and culture, education, health and sports, and social welfare. Since 1996, the Foundation has committed more than $3.2 billion, through more than 5,000 grants to nonprofit organizations in 135 nations around the world.
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. SNF 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, only applicants that will be interviewed will be notified.

Application Instructions: Please send resume and cover letter to SNFHR@snf.org by December 29, 2021, indicating in the subject line both the position and office to which you are applying.