

## JOB DESCRIPTION

JOB TITLE	DEPARTMENT
Program Officer	Programs

REPORTING TO	# OF DIRECT STAFF
Co-Directors of Programs	None

SALARY RANGE (ESTIMATED)	BENEFITS
\$85,000 to \$105,000	Competitive benefits package

HOURS & DAYS PER WEEK	TRAVEL REQUIREMENTS
9:00 – 5:00 Monday to Friday (in-person)	Frequent

POSITION OBJECTIVE
<ul style="list-style-type: none"> <li>• Manage the evaluation of grantee requests, prepare proposals to the Board of Directors, and monitor and review the implementation of every stage of approved and active grants</li> <li>• Serve as the primary point of contact for communication between the Foundation and grantees or prospective grantees</li> </ul>

KEY RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Review and assess incoming grant applications and conduct thorough analysis to make recommendations regarding grant proposals</li> <li>• Present grant proposals and updates to SNF management and Board of Directors</li> <li>• Manage full lifecycle of an assigned portfolio of grants</li> <li>• Conduct site visits and meetings related to pending and active grants</li> <li>• Communicate with prospective grantees and maintain relationships with current grantees</li> <li>• Manage reporting from grantees and handle administrative tasks related to grantmaking</li> <li>• Update database with critical grantee information throughout the lifecycle of a grant</li> <li>• Collaborate with colleagues across departments and offices</li> <li>• Prepare material related to grantmaking for internal and external purposes</li> <li>• Attend grantee and other program-related events</li> <li>• Other duties as assigned</li> </ul>

### **EDUCATION & EXPERIENCE**

- Bachelor's degree required; advanced degree preferred
- Experience in the nonprofit sector and/or understanding of issues related to the sector

### **QUALIFICATIONS & SKILLS**

- Strong analytical, oral, and written communication skills, and presentation abilities
- Familiarity with common applications (Word, PowerPoint, Excel, etc.) as well as willingness to learn a custom database
- Ability to prioritize and execute tasks in a fast-paced environment amidst competing priorities
- Exceptional organizational skills and the ability to manage a wide-ranging portfolio
- Superb attention to detail
- Ability to travel domestically and internationally
- Ability to attend evening and weekend events when needed

### **COMPETENCIES & PERSONAL TRAITS**

- Strong personal integrity
- Exercise discretion and ability to maintain confidentiality
- Reliability in completing tasks in a timely manner and in all interactions with colleagues and partners
- Ability to work cooperatively and supportively to meet grantee needs
- Strong willingness to learn and grow