JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>DEPARTMENT</th>
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<tbody>
<tr>
<td>Program Officer</td>
<td>Programs</td>
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<table>
<thead>
<tr>
<th>REPORTING TO</th>
<th># OF DIRECT STAFF</th>
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<tbody>
<tr>
<td>Co-Directors of Programs</td>
<td>None</td>
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<thead>
<tr>
<th>SALARY RANGE (ESTIMATED)</th>
<th>BENEFITS</th>
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<tbody>
<tr>
<td>$85,000 to $105,000</td>
<td>Competitive benefits package</td>
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<tr>
<th>HOURS &amp; DAYS PER WEEK</th>
<th>TRAVEL REQUIREMENTS</th>
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<tr>
<td>9:00 – 5:00 Monday to Friday (in-person)</td>
<td>Frequent</td>
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POSITION OBJECTIVE

- 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
- Serve as the primary point of contact for communication between the Foundation and grantees or prospective grantees

KEY RESPONSIBILITIES

- Review and assess incoming grant applications and conduct thorough analysis to make recommendations regarding grant proposals
- Present grant proposals and updates to SNF management and Board of Directors
- Manage full lifecycle of an assigned portfolio of grants
- Conduct site visits and meetings related to pending and active grants
- Communicate with prospective grantees and maintain relationships with current grantees
- Manage reporting from grantees and handle administrative tasks related to grantmaking
- Update database with critical grantee information throughout the lifecycle of a grant
- Collaborate with colleagues across departments and offices
- Prepare material related to grantmaking for internal and external purposes
- Attend grantee and other program-related events
- Other duties as assigned
## 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