



Program Officer

Description

The Community Foundation's Program Officer is collaborative, proactive, detail-oriented, motivated, and provides excellent internal and external customer service. The Program Officer provides administrative support for the Grants and Scholarships and is responsible for project support across initiatives and events. The Program Officer strives to nurture fundholder and donor relationships by ensuring excellent customer service and coordinating services that ensure they receive a personal approach to philanthropy. The Program Officer is a part-time position reporting to the Executive Director.

Requirements

Grantmaking and Program Administration

- Develop materials, and packets for grant & scholarship processing. Maintain and update records for grantmaking meetings including minutes and contact information. Manage grantmaking calendar including scheduling meetings and site visits.
- Manage meeting logistics for grantmaking & scholarship meetings. Edit grant write-ups and prepare grant agreements. Maintain the filing system for all records, materials, and correspondence related to grantmaking.
- Manage information updates to the Foundation's Management Systems including Foundant, working collaboratively with other members of the Foundation staff to ensure information inputs to the system(s) are consistent and in line with strategic objectives.
- Prepare and route contracts, invoices, grant agreements, fund agreements, and other essential documents for signature and approval.
- Remains professionally linked with the community foundation community, other local and national funders to keep abreast of best practices and model programs to enhance Foundation grantmaking and impact.

Donor Stewardship

- Ensures that fundholders and donors feel appreciated, that all their questions are answered; ensures that their charitable objectives are met through timely and accurate service.
- Work with other staff to develop and implement opportunities for fundholders and donors to enhance their awareness of community needs, promote collaborative grantmaking, and provide grant opportunities that meet their charitable objectives.
- Communicates regularly with fundholders regarding grant opportunities, community needs and Foundation initiatives.
- Help facilitate donor advised fund grant recommendations as needed.

Special Initiatives & Events

- Provide administrative support to the Foundation's special initiatives and Foundation events including developing content and materials, calendaring, and logistics including catering, AV and technology, and room set-up and breakdown.
- Provide project management including coordinating meetings, developing materials, note taking, and ensuring follow-up on key tasks.
- Serve as liaison with vendors, partners, and grantees.
- Represents the Foundation on external committees, panels, community events etc., as requested.

Collaboration

- Support additional programmatic efforts as funding dictates including administrative support, mailings, project management, conducting research, and supporting grantmaking.
- Seek opportunities for creating synergies and collaborations between programmatic areas, avoiding the isolation of working in a silo.
- Provide occasional support for special Foundation projects.
- Provide front desk coverage as needed. Remain flexible about work assignments.

Experience & Education

- Bachelor's degree (or equivalent experience).
- 3-5 years of experience with meeting logistics, executive support, and project management.
- Demonstrated experience working in a professional, fast-paced office setting, preferably in philanthropy or the nonprofit sector
- Experience cultivating external relationships with diverse stakeholders
- Familiarity with effective, leading practices in project management.
- Experience with documenting minutes, preparing contracts and other documents, and database management, including data entry and reporting preferred
- Strong verbal, written and interpersonal skills; ability to communicate professionally to a diverse audience.
- Deep commitment to philanthropy and the social sector.
- Sense of humor, positive, flexible, and self-motivated.
- Ability to quickly embrace and incorporate direct feedback.
- Strong level of initiative; enjoys working in a collaborative team environment and being a member of a dynamic, motivated and energetic team.
- Keen sensitivity to confidentiality needs.

Required Computer Skills: To perform this job successfully, an individual should be proficient with technology, Microsoft Office Suite, especially Excel and Power Point, formal document preparation and database management, familiarity with development software a plus. Must also have familiarity with e-mail and Internet applications as well as a willingness and ability to learn new programs.

Work Environment/ Physical Demands:

Work is generally performed in an office environment and routinely requires employees to perform the following while carrying out the essential functions of this job:

- Use standard office equipment (computer, phone, printer/photocopier, etc.)
- Sit for long periods of time
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds
- Drive occasionally to offsite businesses for events, meetings, etc.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Application Procedure:

To apply, please email the following documents to Georgina Tegart, Executive Director at gtegart@cfdunncounty.org in pdf format.

- Cover Letter
- Resume/Curriculum Vitae
- The names, addresses, telephone numbers and email addresses of three (3) professional references

Resumes will be reviewed immediately but the position will remain open until filled.

The Community Foundation is an equal opportunity employer. We support a flexible working culture based on respect and trust. We are a committed team serving an impactful mission to help make Dunn County a better place to live work and play. If you are looking to make a difference and have a career with meaning, please apply to join us!