



## Program Officer

Position: Term Limited (5-7 years); Full Time; Exempt

Department: Program

Reports to: Director of Community Responsive Grantmaking

Supervises: n/a

Date Revised: October 2014

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### Summary:

The program officer position reviews and researches grant proposals and community issues, meets with prospective grantees and prepares evaluations of and recommendations for funding, and develops and maintains contact with broad cross-section of agencies, leaders, other funders, grantseekers, etc. while serving as technical resource for internal and external customers. The position also oversees special projects and programs.

### Responsibilities and Expected Outcomes:

- Meet with prospective grantees and prepare monthly detail-oriented formal evaluations of and recommendations for the Board for funding requests to ensure grants are in alignment with Foundation priorities and community needs/opportunities.
- Capture and disseminate factual information and prepare thoughtful analyses on a variety of topics and organizations to promote a deeper sense of awareness amongst Foundation stakeholders (staff, board, donors, Greater Cleveland Community).
- Monitor various sectors to remain abreast of best practices, sector trends, and policy implications.
- Provide effective communication to inform the Greater Cleveland area non-profit community through in-person, written, and online forums.
- Effectively manage and collaborate on grantmaking program(s) or special project(s) as assigned. This may include additional staff supervision; managing volunteer committees and advisory groups; collaborating with other funders and entities; designing and implementing processes and events; define appropriate outcomes; developing effective evaluation methodologies to measure outcomes; etc.



- Work collaboratively with Advancement Team to engage individual donors around grantmaking initiatives and serve as technical resource for committee-advised funds and/or supporting organizations to ensure that donor intent best aligns with community needs.
- Monitor and evaluate funded grant implementation and arrange for consultation and technical assistance as appropriate.
- Develop collaborative relationships with a diverse cross-section of multi-sector agencies and leaders. Provide information and technical assistance to grantseekers concerning grantmaking policies and procedures, additional funding opportunities, and emerging research to ensure a well-informed non-profit community within the region.
- Actively participate in relevant affinity and professional groups to confirm standing as a thought leader to serve as a knowledgeable resource on topics of importance to the community.
- Work collaboratively with Foundation colleagues to enhance the Foundation's organizational effectiveness.

**Essential Qualifications, Credentials and Technical Skills required:**

The successful candidate must possess the following professional qualifications and skills:

- A minimum of a bachelor's degree and five to seven years of experience in mid-level position in the not-for-profit sector designing, managing or funding programs with demonstrated accomplishment. Master's Degree preferred.
- Ability to scan large quantities of data and extract relevant themes. Strong analytical skills (financial and programmatic) and the ability to draw conclusions, synthesize information, and make sound recommendations.
- Ability to assess proposals for compatibility with Foundation's program priorities and/or restricted fund availability.
- Experience working as part of a multidisciplinary team and working effectively with persons and communities from diverse cultural, social, and ethnic backgrounds. The ability to work in a complex environment requiring significant collaboration.
- Strong planning and organizational skills, with the ability to think strategically in the design and execution of programs.



- Demonstrated effectiveness in written and oral communication. The ability to present complex issues to a variety of audiences. Ability to handle sensitive and confidential information in tactful and respectful manner.
- Proficient with MS Office and knowledge of database software.
- Familiarity with Cleveland and its nonprofit sector.
- Desire to continually acquire new skills and knowledge and share it with colleagues.
- Ability to operate in fast-paced environment and prioritize work to consistently meet deadlines.

#### **APPLICATION PROCESS:**

- Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an excellent benefits package including medical and dental coverage, a fully vested 403(b) retirement plan and three weeks of vacation the first year of service, prorated based on date of hire. If you are interested in applying for this position, please send a resume and cover letter indicating salary requirements to [resumes@clevefdn.org](mailto:resumes@clevefdn.org) by November 14, 2014. Candidates selected for the interview process will be contacted during or around the week of November 17, 2014. ***We regret that we cannot respond personally to each applicant.***

#### **Our Mission:**

to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together with our donors to build community endowment, address needs through grantmaking, and provide leadership on key community issues.

#### **Our Vision:**

to use the power of philanthropy to enable Greater Cleveland to be a great and global American city. Together with our donors and partners, we will make innovative, impactful, and internationally recognized contributions to the field of philanthropy.

*Integrity*

*Leadership*

*Innovation*

*Service*

*Learning*

*Partnership*