



Position Description

JOB TITLE: Program Officer
REPORTS TO: CEO
STATUS: Salaried, full-time (salary range \$45,000-55,000)

ORGANIZATIONAL OVERVIEW

The Community Foundation for Oceana County (CFOC) was established in 1989 by a group of community leaders who envisioned a bright future for Oceana County and established the Foundation as a vehicle to connect philanthropy with community needs and opportunities. Over the past several years, the CFOC has experienced an exciting period of rapid growth and is continuing to serve the county through innovative partnerships with donors and organizations/businesses/communities. Today, the CFOC manages more than 180 funds with total assets exceeding \$18 million, and awards grants and scholarships totaling more than \$900,000 annually. The Foundation's contemporary office is located in the West Michigan harbor town of Pentwater, with a second-floor view of downtown and the lake. CFOC is one of 65 community foundations in Michigan and is a member of the Council of Michigan Foundations. The Foundation envisions an Oceana where everyone has access to resources to thrive.

POSITION OVERVIEW

The Program Officer will develop, manage & evaluate the grantmaking & scholarship programs and strategic initiatives of the CFOC. The program officer will guide nonprofit organizations, community partners and students through the application process and evaluation of results. Also responsible for administration of traditional scholarship program for high school graduates/college students and a new program directed to adult learners. Serving as the primary connection between the CFOC and grantees, the program officer will develop and maintain a variety of relationships to maximize community impact.

GRANTMAKING & GRANTEE RELATIONS

- Create, build, and maintain strong relationships with individuals, community partners, other funders, and the nonprofit sector including providing outreach, education, and support to interested grant applicants.
- Convene partners to foster collaborative planning at the community level.
- Research and analyze assigned grant proposals, programs, and initiatives through written materials, site visits, and communication with applicants to ensure compliance with the CFOC's mission, policies, grant priorities, charitable purposes, and IRS regulations.
- Conduct site visits with current and potential grantees, as needed.
- Promote grantmaking programs including providing information, clarification, and assistance on application procedures, guidelines, initiatives, and CFOC priorities.
- Guide grantees and students through entire application process.

- Proactively and collaboratively help grant partners solve and overcome obstacles.

PROGRAM ADMINISTRATION

- Complete administrative, financial reporting and continuous improvement functions in GoApply, our grants management system.
- Prepare and present materials for CEO & grantmaking committee.
- Manage grant award and acceptance processes and communications.
- Prepare verbal and written summaries of grantmaking impact for both internal and external communications.
- Work with the CEO to assess outcomes, articulate impacts, and share insights.
- Assist the CEO in working with the Board of Directors to develop, evaluate, and/or refine strategies and priorities for assigned areas of grantmaking, as requested.
- Assist with the management of other Foundation grant programs including reactive and proactive grantmaking from Unrestricted, Field of Interest, Donor Advised, Scholarship and Designated Funds, as assigned.

ADMINISTRATIVE & DATA ENTRY

- Manage and maintain documentation of grant program and strategic initiative meetings, advisory committee meetings, and associated correspondence with grant seekers and community partners.
- Ensure accurate data entry and grant management tasks and monitor reporting requirements.
- Evaluate results on a timely basis to ensure that funds are spent appropriately and following up on missing information or late submissions.

OUTREACH & COLLABORATION

- Research, evaluate, and recommend Foundation community leadership opportunities, Foundation led programs, and/or new investment opportunities to help to achieve assigned grantmaking priorities and maximize community impact.
- Keep current regarding best practices, trends, and developments in philanthropy, grantmaking, and approaches to community leadership as well as applicable laws and regulations.
- Attend state conferences, sector convenings and participate in other professional development opportunities.
- Attend community, grantee and donor functions as Foundation representative, as needed.

Knowledge, Skills, and Abilities

Required

- Completion of a bachelor's degree or an equivalent combination of training and experience.
- Excellent interpersonal and communication skills, both verbal and written, necessary to develop and maintain positive, professional, and cooperative working relationships with coworkers, board members, donors, community partners, and grantees.

- Ability to analyze qualitative and quantitative data and present findings in a clear, concise, and professional manner through both written and verbal communication.
- Ability to analyze budgets, financial statements, and balance sheets.
- Sound judgment and discretion including the ability to handle confidential information in a professional manner.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Ability to manage complex processes, prioritize varied duties, and adapt to changing circumstances.
- Experience with relevant computer and software technology including spreadsheets (Google and Microsoft applications).

Desired

- Experience writing and/or evaluating grant applications.
- Knowledge of nonprofit organizational development.
- Project management experience.
- Familiarity with philanthropy and its best practices.
- Experience with scholarship programs and/or student development.
- Experience facilitating or participating in community-level planning and/or systems thinking.
- Knowledge of community outreach and engagement strategies and practices.
- Experience working to increase diversity, equity, and inclusion within organizations and communities.
- Experience managing and maintaining data and data systems.

How to Apply

Skip the traditional cover letter! Instead, respond to all three of these prompts.

- 1) What's interesting to you about this position? How does the position fit into your career goals?
- 2) Describe an instance where you had to learn a skill or tactic in order to do a good job on a project. What was the challenge? How did you figure it out?
- 3) Tell us about how you are a strategic thinker.

Interested applicants should email a cover letter and resume (no phone calls) to tammy@oceanafoundation.org. Applications will be accepted until September 6, 2022, or until the position is filled.