



Program Officer Job Description

June 2019

Title: Program Officer
Reports To: Vice President of Community Engagement
Serves As: Member of Community Engagement Team

Overview

Triangle Community Foundation inspires and mobilizes giving, leadership, and action. By working together with donors and nonprofits to address critical community issues, we envision a vibrant Triangle that ensures everyone thrives. Since 1983, the Foundation has been committed to this work, and with the help of our generous family of donors, each year we grant over \$25 million back into the community to make a difference.

The Program Officer is a new position that will manage the Foundation's growing capacity-building programs and partnerships to ensure a strong nonprofit sector in the Triangle region. This is an opportunity for an experienced, motivated individual who enjoys designing and implementing programs, focusing on systems and grassroots-level work, and facilitating collaborations of various stakeholders. S/he will foster relationships with nonprofit leaders, a network of donors and philanthropic organizations, and advisory committees. The Program Officer contributes significantly to the Foundation's community leadership role, helping us deliver on our mission, vision, and values.

Key Responsibilities

Program and Fund Portfolio

- **Community Leadership:** Develop and share knowledge of local nonprofits and capacity building, especially related to marginalized populations; represent the Foundation through service on committees and participation at community events; develop grant program strategy and partnership opportunities; engage community members; create content for learning events and other stakeholder gatherings
- **Grant Program Management:** Design application process and program materials; ensure promotion and outreach; handle inquiries and application assistance, proposal review and site visits, advisory committee facilitation; oversee program budget and grant distributions, grant reports and grantee communication; explore peer networks and technical assistance; evaluate and communicate program impact
- **Agency Funds:** Serve as liaison for 125 funds established by local nonprofit organizations to invest their endowments or operating reserves for sustainability; maintain database record management of funds
- **Specialized Partnerships:** Manage key grant programs related to external funding partners, including strategy and program design, grant program management, and database record management of funds and programs; serve in leadership roles for funder collaboratives related to capacity-building efforts
- **Fund for the Triangle:** Cultivate and steward donors who support nonprofit capacity building, including communication and storytelling about impact of programs; serve as key manager for any initiatives to encourage donor impact groups or co-investments in capacity building

Constituent Engagement

- **Donors and Fundholders:** Offer excellent services, communication and relationship management, to help them achieve their philanthropic goals; explore ways to engage donors with program recipients, grant activity and impact, and learning opportunities; engage other funders – corporate, government, and foundations - to connect the Foundation with other local capacity building efforts
- **Advisory Committees:** Recruit, orient and facilitate grant committees each year consistent with organizational values; ensure committee members connect with the Foundation in a meaningful way
- **Nonprofits and Community Members:** Handle inquiries from grant program applicants; develop outreach strategies in partnership with program and communication teams; cultivate relationships with grantees; explore ways to build and facilitate networks of grantees in focus areas as well as connections with residents across the Triangle

Operations & Systems

- **Online Grant Application Software:** Use online application system for each grant program in the portfolio; facilitate advisory committees use of systems for reviewing and selecting grantees; track and monitor grantee progress through online reporting system
- **Program Record Management:** Use online record management to enter and track all program activity and materials; initiate and monitor grant distributions; manage database records for related programs, grantees, and advisory committee members

Qualifications

- Commitment to the Foundation’s mission, vision and values
- Minimum of 5 years of experience in nonprofits with a proven track record, especially working with communities of color
- College degree or equivalent experience
- Knowledge of local nonprofits; expertise and passion for capacity building and leadership development
- Experience with facilitation, fundraising, event and program management
- Strong service and relationship building mentality
- Thrives in a dynamic work environment with strong organizational skills and ability to balance multiple projects and deadlines with grace and flexibility
- Excellent interpersonal skills, including the desire to engage and collaborate with peers and diverse populations, and ability to develop trusting relationships with individuals from different backgrounds
- Strong commitment to professionalism; ability to exercise discretion with highly sensitive and confidential information
- Strong analytical, writing and oral presentation skills; and creative problem solving
- Proficient computer skills and experience with databases

COMPENSATION AND BENEFITS

Triangle Community Foundation offers excellent benefits and salary commensurate with experience. Benefits include health and dental insurance, retirement contributions, holidays, paid time off. The Foundation is an equal opportunity employer.