



## POSITION DESCRIPTION

Position Title	Department	Reports to
Program Officer	Program	Program Director
Employment Classification		Work Environment
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> In Person <input checked="" type="checkbox"/> Hybrid
Positions Supervised	Salary Range	Revised Date
None	\$64,000-\$69,000	February, 2025

### ORGANIZATIONAL OVERVIEW

Grand Rapids Community Foundation leads Kent County in making positive, sustainable change. With its endowment, the Community Foundation supports local nonprofits, leads significant social change and helps donors achieve their philanthropic goals. Guided by our North Star, we believe for West Michigan to grow and prosper, we must ensure that everyone can apply their talents and creativity to fuel our future. By connecting across perspectives and overcoming inequities, we can build and sustain an inclusive economy and thriving community.

### POSITION SUMMARY

The Program Officer works closely with the Program Department team to advance the Community Foundation's community engagement and resource activities. They will work as a team with other program officer(s) on the grant activities of existing specialty funds such as the Nonprofit Technical Assistant Fund, geographic affiliates, Black Legacy Fund, Our LGBTQ Fund, Somos Comunidad Fund, Youth Fund, Fund for Community Good, or multiple designated funds for specific use. The Program Officer will walk alongside prospective partners from inquiry, application, implementation and evaluation.

The Program Officer will play a supportive role in informing strategic opportunities and connections between the Community Foundation and the community that balances systems-level work with support for catalytic opportunities at the grassroots level. Part of a collaborative team, the Program Officer will work to identify opportunities for the Community Foundation to support emerging efforts that align with the organization's North Star. The Program Officer will develop and maintain authentic relationships in community that ensure an understanding of the lived experience of people encountering inequities.

The Program Officer will have an extraordinary understanding and commitment to the Community Foundation's North Star and deeply rooted relationships and networks within communities experiencing inequities in Kent County. They will have extensive experiences working effectively with persons from various cultural, social and ethnic backgrounds. They will have a demonstrated ability to work in a collaborative setting, be flexible and adaptive while exercising strong judgement and exceptional attention to detail, multitask to meet deadlines, effectively communicate around sensitive issues, and the ability to be an active listener.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The essential functions include, but are not limited to the following:*

### **Resource Allocation**

- Assist in the implementation of all grantmaking processes for various unrestricted, field of interest and specialty funds.
- Build and nurture relationships and partnerships with community stakeholders
- Develop and distribute requests for proposals and soliciting proposals
- Provide guidance and outreach to potential grant partners
- Review proposals and preparing written analysis for committees or Board of Trustees
- Manage and facilitate committees to help formulate funding recommendations
- Communicate results of decisions to grant partners, to the Board of Trustees and other stakeholders
- Monitor and report progress and impact of funded programs to the appropriate individuals or committees
- Serve as a primary contact for any questions and information for partnership and grant opportunities
- Implement feedback loops for applicants, grant partners, and volunteers for continuous improvement

### **Community Engagement**

- Share knowledge, skills and abilities in service of cross sector organizations, initiatives and emerging opportunities that align with Community Foundation's North Star and seek opportunities to serve as a resource connector in support of collective efforts
- Support the exchange of information between program staff and donors to assist donor engagement activities
- Develop and maintain a strong communications network with and among a diverse group of professionals, citizens, elected officials and community stakeholders
- Participate in the facilitation and implementation of various methods of learning and feedback from the community. This may include facilitating community input sessions, public speaking, presentations and networking with the appropriate individuals and organizations.

### **Fund Committee Supports**

- Provide support, consultation and project management to assigned fund committees related to assessing grant proposals, developing funding recommendations, and ongoing monitoring and relationship building with grant partners
- Coordinate learning opportunities to equip fund committee volunteers to successfully perform responsibilities related to resource allocation and grant partnership
- Support the recruitment, onboarding, and training of fund committee volunteers.

### **Other Activities**

- Participate in events, seminars and conferences in the local community and in the regional, state, and national nonprofit and philanthropic sectors that are designed to strengthen and promote the field and advance equitable practices at the Community Foundation.
- Track notes, contacts and additional relevant information in organizational database
- Work as a member of multidisciplinary and interdepartmental teams to ensure the effective and efficient operations and to develop innovative ways to support community
- Perform other duties as required in support of program department and organization-wide strategies

## **QUALIFICATIONS**

- Ability to oversee confidential information with discretion, adaptable to competing demands and demonstrate highest level of critical thinking, emotional intelligence and integrity.
- Ability to establish and maintain authentic, trusting and inclusive relationships with a diverse network of individual, non-profit, vendor and community partners in a culturally competent manner.
- Demonstrated project management skills with the ability to prioritize and meet deadlines with a high level of organization and attention to detail.
- Exceptional written and verbal communication skills in English. Ability to verbally communicate in Spanish a plus.
- Highly motivated, self-starter with the ability to make informed decisions. Asking for clarification when necessary.
- Proactive approach in seeking improvement opportunities, proposing recommendations and providing open and honest feedback.
- Proficiency in project management tools, MS Office 365 products, and database utilization.
- Ability to contribute to a work environment in which collaboration, respect, accountability and honesty are valued. Excellent interpersonal skills are needed.
- Broad network of relationships within communities experiencing inequities and comprehensive training in inclusion and equity practices.

## **EDUCATION and EXPERIENCE**

- Bachelor's degree in the area of nonprofit management, administration, social sciences or other related field or equivalent combination of education, training and experience.
- Minimum of five years of experience in the nonprofit sector and the greater Grand Rapids community. Foundation and grantmaking knowledge a plus.
- Demonstration of deep listening skills and the ability to accurately assess needs and build trusting relationships within communities experiencing inequities.
- Training and/or experience in group facilitation, community engagement techniques, team-building, or similar skills.
- Comprehensive training and experience in diverse, inclusive and equitable practices.

## **ORGANIZATIONAL COMPETENCIES**

All team members are required to uphold the values and vital behaviors of Grand Rapids Community Foundation.

- **Values:** Integrity, Excellence, Inclusion, Sustainability and Bold Aspirations
- **Vital Behaviors:** Give & Receive Openly, Build Trust with Each Other, Create Brave & Safe Space, Embrace Vulnerability and Accountability

Team members are required to comply with the policies, procedures, and safety programs of the Community Foundation as well as follow all state and federal laws and regulations, including but not limited to those related to donor rights, confidentiality, and the Health Insurance Portability and Accountability Act (HIPAA).

## **WORKING CONDITIONS**

- Accomplish essential duties and responsibilities collaborating with team members in a hybrid office environment.
- Communicate and exchange information accurately and timely through in-person and virtual interaction.
- Remain in a stationary or sitting position at least 60% of the time.
- Occasionally move about inside the office for meetings and to access files, printers, etc.
- Constantly operate a computer and other office equipment.
- Occasionally position self to access and maintain files in cabinets.
- Occasionally move or lift items weighing up to 20 pounds.
- Occasional evening and weekend responsibilities.
- Occasional travel within the State of Michigan.

## **OUR COMMITMENT**

Grand Rapids Community Foundation is an equal opportunity employer committed to hiring and retaining a diverse workforce. We support and comply with applicable state and federal laws prohibiting discrimination in the workplace.

Grand Rapids Community Foundation strives to actively demonstrate our commitment to diversity, equity, and inclusion and the pursuit of racial, social and economic justice in all aspects of our organizational culture and operations, internally and externally. It is the expectation that our team members, committees and Board of Trustees share this commitment and continuously work to deepen their understanding in these areas.