Position: Program Officer

Status: Non-Exempt

Reports to: Chief Executive Officer

Summary of Primary Duties:
Under the direction of the Chief Executive Officer, the Program Officer’s primary responsibilities are 1) forge and steward relationships with current and prospective nonprofit grantees and 2) manage the full life cycle of grantmaking, including due diligence, approval and denial recommendations, and evaluation and reporting.

Independent judgment is required to plan, prioritize and organize a diversified workload, and recommends changes in office practices and procedures.

Essential Functions:
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs due diligence on organizations and grant proposals through site visits, review and analysis of financial data, and assessment of capacity and alignment with Foundations or donor priorities; decisively makes or denies grants with a balance of no biases, humanness, humility and rigor
- Prepares proposal summaries and grant amount recommendations consistent with the Foundation's grantmaking guidelines for review and action
- Critically assesses community needs, donor intent, and budget constraints to best utilize resources, and identifies opportunities to influence and leverage impact
- Addresses request from the nonprofit community for information and resources through thoughtful and clear communications
- Contributes to efforts to match donor interests to community needs
- Coordinates and organize site visits outside of the grantmaking process for donors and fund holders for stewardship and engagement opportunities
- Possesses a thorough knowledge of policies and regulations concerning grantmaking, and implement polices and procedures in compliance with applicable polices and regulations
- Translates efforts and outcomes into compelling messages for the Foundation to promote
- Maintains knowledge of current trends, community resources and programs consistent with the Foundation's mission and grantmaking
- Designs application process and program materials; ensure promotion and outreach in collaboration with communications officer; handle inquiries and applications assistance; evaluate and communicate program impact
- Maintains nonprofit information in the Foundation’s database

Competencies:
- Relationship-driven individual who easily establishes rapport and trust with diverse audiences and who has a reputation for leading through influence tempered by humility
- Possess exceptional written/verbal communication and interpersonal skills
- Strong analytical and critical thinking ability
• Ability to manage several workstreams simultaneously and meet deadlines, while adapting to changing circumstances and adhering to high standards of personal and professional integrity
• Easily connect with a group of grassroots community partners as well as a group of prospective funders and civic leaders
• Strong team player known for collegiality and predisposition to work collaboratively

**Supervisory Responsibility:**
This position has no supervisory responsibilities.

**Position Type/Expected Hours of Work:**
This is a full-time position based out of the Redding office. Hours of work and days are Monday through Friday, 8 a.m. to 5 p.m. Weekend and/or overtime hours may occasionally be expected.

**Travel:**
Local travel is expected for this position in addition to reliable transportation, minimal overnight travel may be required. Valid driver’s license, proof of auto insurance coverage and willingness to complete and sign the CA DMV Pull Notice Program Waiver (INF-1101) for authorization for release of driver record information is required.

**Preferred Education and Experience:**
1. Bachelor’s degree or equivalent
2. Prior experience with nonprofit management and organization
3. Prior experience with complex project management
4. Experience understanding and interpreting nonprofit financial statements
5. Experience with group facilitation of a diverse cross section of community members
6. Proficient in current Microsoft Office Suite, Google Docs and Forms, internet savvy

**Work Environment:**
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The position also operates outside occasionally.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift office products and supplies, up to 20 pounds, open filing cabinets and bend or stand as necessary. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**EEO Statement:**
Shasta Regional Community Foundation is an Equal Opportunity Employer.

**Other duties:**
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
I understand that my employment with Shasta Regional Community Foundation is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice. This job description is not a binding contract and signing this document does not change the fact that Shasta Regional Community Foundation is an at-will employer.

**Signatures:**
This job description has been approved by management:

Manager: ______________________________________________ Date: _________________

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: ______________________________________________ Date: _________________

1/9/2020 kc