



Sample Job Description

Program Officer #1

Responsibilities

- < Review submitted proposals, select and present the most promising for staff discussion and recommendation to the Board of Trustees. Communicate with grant applicants and grantees; monitor funded programs;
- < Identify and think creatively about the Foundation's role with respect to emerging human services issues; as appropriate, prepare focus statements articulating and suggesting foundation responses to these issues; and
- < Develop connections with local human service and other nonprofit organizations; work with local and statewide organizations to discuss and develop human services programming ideas; represent the Foundation locally and nationally with philanthropic and other professional organizations.

Qualifications

- < Strong and diverse experience in human services and/or related fields, a good understanding of how nonprofit organizations operate, and familiarity with the history of human services issues and practice; experience in a nonprofit organization and/or as a grantseeker is preferred as is prior grantmaking experience;
- < Strong analytic and communication skills, interest in public policy, and ability to write clearly and succinctly under time pressure and to make well-organized verbal presentations;
- < The ability (through analysis, questioning, informal research, and site visits) to understand the feasibility of submitted proposals;
- < The ability to think creatively and strategically about the broad goals of the foundation while remaining focused on the detail-oriented work and follow-through required by the position;
- < A demonstrated understanding of the political dynamic of urban areas; the ability to play effective leadership role in this context and in the national foundation community as well;
- < Bachelor's degree and a minimum of 7 to 10 years of relevant experience.

Personal Qualities

The successful candidate will be a smart, high-energy, self-motivating and self-confident person, who thinks strategically and has wide-ranging curiosity about and a deep interest in the lives of cities. He or she will have the ability to work as a team member in a collegial environment where differing viewpoints and give and take are expected and encouraged. He or she will have the ability to work creatively with grant applicants and recipients, and with colleagues in the community, state, and nationally. A sense of humor and a constructive outlook are also welcome.