



Sample Job Description

Sole Program Officer

Reporting Relationship

President

Job Summary

The program officer assists with inquiries and review of preliminary applications, prepares conditions of grant for approved projects, issues press releases related to grants, reviews and responds to grant administrative reports including some site visits, prepares grant outcome reports for the Board of Trustees, undertakes special research assignments related to grantmaking programs, leads assigned program initiatives, provides public relations support, and maintains current knowledge of philanthropy and health care issues related to the Foundation's objectives.

Qualifications

- < Graduate degree (preferable in health, social work, or related field) or equivalent work experience;
- < Foundation experience or administrative experience within a human services agency;
- < Skills in planning, evaluation, and communications, both verbal and written (including ability to function with computer word processing);
- < Organizational, analytical, and research skills;
- < Skills in reviewing grant proposals and grant administrative reports;
- < Experience working where confidentiality was required (desired);
- < Previous experience working in team or group situations; and
- < Commitment to the role of philanthropy related to the religious denomination of the Foundation

Typical Duties and Responsibilities

- < Respond to inquiries
Provides oral and written information to potential grantees about the interests of the Foundation in particular funding areas, which requires familiarity with funding policies, requests for proposals, processes, and forms of the Foundation.
- < Assist in review of preliminary applications
Participates in joint staff review of submitted preliminary applications, follows-up with questions about preliminary applications, and attends Grants Committee meetings to provide information as requested by the President and the Committee.
- < Prepare conditions of grant
Write some conditions of grants for grants approved by Board of Trustees and oversees grantee acceptance. Consults with President as necessary about special conditions. Develops payment schedules within Foundation policies and needs of particular grants.
- < Issue news releases
Writes and circulates releases to appropriate news media. Responds to media questions.
- < Monitors grants during grant period
Sends forms to grantees and monitors receipt of reports. Reviews narrative and financial reports;

asks questions of grantees which arise from those reports; considers and approves— as reasonable to accomplish original grant objectives— changes in budget, timing of payment, goals, timeline, outcomes, evaluation processes, reporting dates, etc.; provides written responses to grantees; develops site visit schedule with President and does some site visits to monitor and encourage grantees; and recommends major administrative actions— suspension of grant, termination of grant, material modifications in grant— through President to Executive Committee. Prepares problem grant reports for Executive Committee.

- < Authorize grant payments
Reviews proposed pay-out schedule for grants, reviews files, and authorizes administrative officer to make appropriate payments. Reviews requested matching grant and special payments and authorizes those payments. Coordinates with President for cash flow purposes.
- < Prepare Grant Outcome Reports
Reviews final grant reports, determines level of compliance with Conditions, determines quality of work especially outcomes achieved, assesses future of project services, writes grant closing letter, and prepares written grant outcome report for Board of Trustees.
- < Undertake special research reports assigned by President
Provides topic specific reports as requested by the President and Board concerning program areas, current or proposed. Reviews literature in the field, conducts visits with appropriate persons working in the field, attends conferences on the subjects, and reviews grant work conducted on that field and similar fields.
- < Lead assigned program initiatives
Fulfills delegated tasks in program areas including development of request for proposals, conducts special grant review process, presents material to congregations or selected associations, works with Program Initiatives Committee of the Board on program development, and similar activities.
- < Provide staff support for Public Relations Committee of Board.
Prepares and distributes the periodic Board Bulletin. Represents the Foundation at events and on councils and boards as assigned by the President. Writes Foundation publications as assigned by President. Reviews forms and materials regularly and modifies as needed. Plans and coordinates new grantee orientation. Plans and coordinates communications strategies for Foundation activities and initiatives. Provides marketing advice for grantees when requested. Assists in monitoring of funding trends and foundation activities.
- < Function as a team member in a small office setting
Assumes a share of office functions which require "all hands on deck" such as major mailings, set-up and clean-up after functions, hosting groups, substituted duties when administrative officer or President is absent, minor midweek janitorial duties, etc. Assumes primary responsibility for cataloguing and arranging materials in the resource room.

Other duties may be assigned due to business necessity.