



**COMMUNITY FOUNDATION**  
OF LOUISVILLE

**POSITION DESCRIPTION**

<b>TITLE:</b>	Program Officer
<b>REPORTS TO:</b>	Vice President, Mission & Impact
<b>DEPARTMENT:</b>	Mission & Impact
<b>STATUS:</b>	Full-time Exempt
<b>UPDATED:</b>	March 2018

**Nature of Work**

The Program Officer manages community initiatives and projects for the Foundation. While representing the Community Foundation in the community, the Program Officer builds positive relationships with the Foundation's many constituencies to contribute to driving the organization's mission and maximizing our impact in community. The position will report to the Vice President, Mission & Impact.

**Essential Job Duties**

- Work with the Foundation's many constituencies (Board, grantees, donors, funders, partners, policy makers, staff and the general public) in a manner that builds trust, commitment and a shared mission.
- Manage funds and ensure donor intent and interest is met through effective grantmaking.
- Work with grant seekers whose plans complement the foundation's funding priorities and interests to develop high quality proposals and successful initiatives.
- Work with partner funders with shared funding priorities and interests to develop and manage high quality proposals and successful initiatives.
- Contribute to efforts to match donor interests to critical community needs.
- Possess a thorough knowledge of policies and regulations concerning grantmaking. Implement policies and procedures in compliance with applicable policies and regulations.
- Handle all aspects of program management including: building partnerships, communications, due diligence, budget management, reporting requirements and maintenance of non-profit information in the Foundation's database.
- Work with Finance, Investment & Operations team to execute payments and prepare quarterly financial reports.
- Partner with Development & Stewardship team in support of donor needs.

- Translate efforts and outcomes into compelling messages in partnership with Marketing & Communications team.
- Support appropriate Committees of the Foundation's Board.
- Maintain knowledge of current trends, community resources and programs consistent with the Foundation's mission and grantmaking program.
- Maintaining understanding of current community needs, partners and issues, representing the Foundation by participating with select organizations, community groups and events.

### **Knowledge, Skills and Talent**

- Positive approach to work with interest and willingness to contribute to emerging opportunities.
- Proven relationship building skills.
- Proven ability to both lead and participate in work.
- Exemplary writing skills.
- Enjoy working collaboratively with persons from diverse backgrounds and sectors of the community.
- Strong organizational skills and attention to detail and accuracy required.
- Self-starter who works well independently but who also thrives in a team environment, sharing ideas and working collaboratively.
- Demonstrated ability to appropriately use analytical skills and independent judgment to anticipate consequences and outcomes.
- Proficient computer skills, particularly Microsoft Word, Microsoft Excel, and constituent relationship databases (Raiser's Edge and GrantedGE).
- Adapts to changing needs and consistently brings a positive attitude in the execution of your work.
- Exceptional relationship skills and a consistent sense of teamwork and community are required.
- Self-motivated with demonstrated passion for creating positive change across community.
- Ability to understand and effectively communicate the strategic goals of the Foundation and the role of grantmaking and community engagement in executing that strategy to diverse groups of people.

### **Qualifications and Experience**

- Bachelor's degree required.
- Excellent analytical, organizational, computer and problem solving skills.
- Experience in effectively working collaboratively with persons from diverse backgrounds.
- Professional in manner and appearance, working with unquestionable integrity.
- A commitment to the mission and values of the Foundation.
- Welcomes organizational growth and change.
- Ability to travel throughout the region.

### **Physical Requirements**

This position may require the ability to lift objects of at least 10 pounds in weight. Job duties require approximately 50% sitting/typing and 50% standing/walking. Physical requirements will vary depending upon the specific duties to be accomplished. Also, he or she must be able to travel throughout the region. In addition, it is a requirement of this position that the successful candidate be able to maintain a physical presence in the Louisville headquarters offices regularly and consistently and for the full regular work week. May regularly be required to attend evening or morning events on behalf of the Foundation.

### **Compensation**

The position is an administrative, full-time, exempt staff assignment and will be eligible to participate in the Foundation's Employee Health and Benefits Plan as set forth in the Foundation's personnel policies. Compensation will be commensurate with skill level and experience.

*The Community Foundation of Louisville is an equal opportunity employer.*