



POSITION DESCRIPTION: Associate Program Officer

The Associate Program Officer is responsible for supporting grantmaking by reviewing applications, conducting background research and making recommendations for funding. This role provides administrative support for the tracking and reporting of outcomes, and builds and maintains relationships with appropriate community organizations. This position is part of a team of professionals and supports the overall departmental goals and strategies.

DUTIES & RESPONSIBILITIES

- Support responsive grantmaking by reviewing requests.
- Evaluate grant applications and assess organizational ability to address needs; review history of grant management and outcomes.
- Participate in team decision-making process for funding decisions handled by staff.
- Support grant committee process in preparing materials and meeting space, and taking meeting notes.
- Work closely with team members to ensure proper and accurate use of database and other record keeping processes.
- Monitor grantee performance and report on grant outcomes. Conduct site visits as assigned.
- Work collaboratively with Advancement Department to promote the impact of grantmaking in the community.
- Represent the Community Foundation on various committees and taskforces and in public forums as appropriate.
- Research specific community problems, issues, or opportunities and facilitate discussion within the department and within the community.
- Participate in assigned meetings, events and training as assigned.
- Provide support and technical assistance to nonprofit agencies on the Community Foundation grant policies and procedures, application development and expectations.
- Perform other duties as assigned.

POSITION REQUIREMENTS

Education & Experience

- Bachelor's Degree in a related field or equivalent work experience.
- Three or more years of professional experience; nonprofit experience preferred.
- Demonstrated project management experience.

Knowledge, Skills, and Abilities

- Ability to support the mission, vision and values of the organization and abide by applicable standards of conduct, policies and procedures
- Strong ability to communicate effectively, verbally and in writing. Ability to effectively present recommendations and reports.
- Ability to interact effectively with people from diverse backgrounds.
- Demonstrated planning and organizational skills; ability to meet deadlines.
- Ability to read and understand financial statements and identify trends.
- Ability to define problems, collect data, establish facts and draw valid conclusions.



Associate Program Officer Job Description

- Ability to perform with exceptional attention to detail.
- Ability to be flexible in order to manage multiple responsibilities, projects and priorities, and work with individuals across departments and outside organizations.
- Proficient in Microsoft Office Suite applications (Outlook, Word, Excel, PowerPoint) and familiar with the use of web-based applications and databases.
- Must be honest, dependable, self-motivated and able to work independently.

This list of essential responsibilities and requirements is not intended to be exhaustive. The Community Foundation of Elkhart County reserves the right to revise this job description as needed to comply with actual job requirements.

SPECIFICS

- Status: Full-Time, Salary
- Salary: Compensation commensurate with experience and qualifications.
- Please submit resume to Candy Yoder at Candy@InspiringGood.org