



POSITION DESCRIPTION: Program Officer | Placemaking

This Program Officer position requires knowledge and skills found in the field of urban planning and design and is responsible for supporting grantmaking processes in partnership with community organizations, other team members and a volunteer committee. This position requires a high degree of independent work in the cities and towns across Elkhart County and engagement with community organizations. The focus of this area of grantmaking is to create vibrant communities through a variety of project types – including the vibrant downtowns and neighborhoods, parks and trail systems, the arts, outdoor recreation, festivals, and cultural events. This position is part of a team of professionals and supports the goals and strategies of the Program Department of the Community Foundation.

DUTIES & RESPONSIBILITIES

- Become well informed about the issues within Placemaking for grantmaking and acquainted with organizations working in those areas in Elkhart County.
- Convene appropriate organizations to develop strategies and projects/interventions to achieve the desired community outcomes.
- Partner with organizations in the preparation of grant applications, leading to strong proposals for consideration.
- 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 recommendations handled by staff.
- Support grant committee process in preparing materials and meeting space and taking meeting notes.
- Monitor grantee performance, support the organizations in successful completion of projects and report on grant outcomes. Conduct site visits as assigned.
- Work closely with team members to ensure proper and accurate use of database and other record keeping processes.
- Work collaboratively with CFEC Advancement Department to promote the impact of in the community.
- Represent the Community Foundation on various committees and taskforces and in public forums as appropriate.
- Participate in meetings, events and training as assigned.
- Provide support and technical assistance to community organizations on the Community Foundation policies and procedures, application development and expectations.
- Perform other duties as assigned.

POSITION REQUIREMENTS

Education & Experience

- Professional level of knowledge normally acquired through completion of an Urban Planning, Public Administration, or related discipline.
- 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.
- Knowledge of the principles and practices of planning, including the ability to understand complex systems including local and state regulatory oversight, funding mechanisms, and management of processes.
- Ability to review and understand planning and development proposals and reports.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to read and understand financial statements and identify financial trends.
- Strong ability to communicate effectively, verbally and in writing. Ability to effectively present recommendations and reports.
- Ability to convene and partner with private, public, and nonprofit collaborations for placemaking initiatives.
- Ability to interact effectively with people from diverse backgrounds.
- Demonstrated organizational skills; ability to meet deadlines.
- 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.
- 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
- Reports to: Chief Program Officer