

JOB DESCRIPTION

JOB TITLE	DEPARTMENT
Program Officer	Programs

REPORTING TO	NUMBER OF DIRECT-REPORT STAFF
Co-Chief Programs Officer	None

HOURS & DAYS PER WEEK	TRAVEL REQUIREMENTS
9:00 – 5:00 Monday to Friday (in person)	Occasional travel required

SALARY RANGE (ESTIMATED)	BENEFITS
\$85,000 to \$105,000 per year	Competitive benefits package

POSITION OBJECTIVE

- Manage the full lifecycle of an active grant portfolio from grant evaluation through grant completion
- Serve as the primary point of contact for communication between the Foundation and grantees

KEY RESPONSIBILITIES

- Review and assess grantmaking opportunities and manage full lifecycle of grants in assigned portfolio (e.g., analyze project and organizational budgets, guide documentation process, assess and communicate grant impact)
- Analyze grant proposals to make funding recommendations
- Present grant proposals and updates to SNF management and Board of Directors
- Plan and conduct site visits and meetings for potential and ongoing grants
- Communicate with prospective grantees and maintain relationships with current grantees
- Manage reporting from grantees and handle administrative tasks related to grantmaking activities
- Update database with critical grantee information throughout the lifecycle of a grant
- Collaborate with colleagues in other departments as necessary to assess, implement, and communicate about grants
- Prepare programs-related material including memos and presentations for internal and external purposes
- Attend grantee and other program-related events
- Other tasks as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required; advanced degree preferred
- Experience in the nonprofit sector or understanding of issues related to the sector

QUALIFICATIONS AND SKILLS

- Strong analytical, oral, and written communication skills and presentation abilities
- Familiarity using a personal computer and willingness to learn to use a custom database
- Ability to prioritize and execute tasks in a fast-paced environment
- Exceptional organizational skills and the ability to manage a wide-ranging portfolio of work
- Superb attention to detail
- Ability to travel domestically and internationally
- Ability to attend evening and weekend events when needed

COMPETENCIES AND PERSONAL TRAITS

- Desire to help others
- Ability to exercise discretion and confidentiality
- Ability to work collaboratively across multiple teams
- High degree of initiative and motivation
- Eagerness to learn and grow
- Strong personal integrity

HOW TO APPLY

Please email a resume and cover letter to SNFHR@snf.org with "Program Officer role" as the subject.