

## PROGRAM OFFICER

REPORTS TO: President/CEO

### JOB PURPOSE

Manages the grant making activities of the MACF/CCCF/GCCF, and is responsible for program/project implementation. Responsible for special projects, including the Violence Prevention Partnership initiative, Cultural Awareness Committee and other projects as assigned. Supports the growth and development of the Foundation.

### PRIMARY RESPONSIBILITIES

1. Management of the grants process, including receipt of applications, due diligence, proposal review and recommendations (in conjunction with volunteers) and analysis of grant impact on the community. This would include communication with applicants regarding the disposition of their requests, maintenance of accurate information regarding the Foundation's grant making activities.
2. Assist grantees with communications efforts to the public to further MACF mission.
3. Responsible for various community events & projects such as Violence Prevention Program and Cultural Awareness Committee.
4. Is involved in other organizational functions throughout the community as needed.
5. Continued development of a process for determining community needs within our service area, and maintaining and updating the process periodically.
6. Provides liaison staff support for multiple projects of the Foundation as assigned.
7. Develop close contact with organizations that receive funding, or potentially could receive funding, including providing information about the grant making programs of the Foundation, making site visits, and providing technical assistance when appropriate.
8. Develop strategic relationships with members of the Foundation, nonprofit organizations, business and community leaders in continued efforts to better the community.
9. Makes presentations to service organizations to solicit funding and engage the organization's involvement in the community activities as it relates to projects and special programs.

### KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS REQUIRED

1. Highly developed oral, written and interpersonal communication skills.
2. Computer skills, including proficiency in word processing and Akoya or related data base management.
3. Self-starter, able to work with minimum supervision.
4. Understanding of the role of philanthropy in the community including the complexities of grant making and philanthropy; familiarity with nonprofit organizations; experience leading/motivating volunteers.
5. Ability to analyze budgets, financial statements, balance sheets.
6. Organizational skills; ability to plan and prioritize projects in order to meet multiple demands of Foundation.
7. Willingness to learn new information/techniques to flexibly deal with changing demands.
8. Personality compatible with being attentive, caring and helpful with all MACF board members, clients, donors and the general community.
9. Additional expectations include professional attitude, team player, follow-through, attendance, organizational loyalty and confidentiality.