



Job Title: Program Officer
Department: Grants and Community Investments
Reports to: Vice President for Grants and Community Investments

Description

The role of the Grants and Community Investments team (GCI) is to provide leadership, partnership, and investment strategy at the local, regional, and statewide levels through **grants, investments, and community engagement**. Each member of the team is expected to understand and be competent in the Community Foundation's strategies for deploying these three tools, to assist in the Foundation's larger goal of closing the opportunity gap in Vermont. In addition, the GCI team is responsible for the evaluation of the Foundation's impacts across the state, through tracking, using grantee and investee pipeline development, portfolio stewardship, evaluation, and networking activities. These grants and community investments relate directly to the Foundation's ability to communicate its mission to new and existing donors, fundholders, and partners and to inspire giving in Vermont.

Specifically, the GCI team is responsible for the deployment and evaluation of resources (grants, mission investing, and program work associated with the Foundation lead initiatives) which align with and help to advance solutions to Vermont's opportunity gap. This framing, and the Foundation's complex response to the opportunity gap, relies on the excellent skills—both internal evaluative and externally collaborative—of the GCI team. The GCI team has responsibilities related to fulfilling the **full lifecycle of portfolio management** for Foundation's flexible grants and/or investments, which include strategic pipeline development, impact measurement, fundholder engagement, and evaluation for future Foundation strategy and design.

Portfolio Management Responsibilities

Strategic Pipeline Stewardship Responsibilities:

- Implementation of the strategy and pipeline sourcing of grants and/or investments through the use of Foundation community engagement, data analysis, systems-level learning, and best practices.
- Collaborative participation in the Foundation's fundholder engagement strategies; assisting with events, information, site visits, grant sourcing, and communications to better represent Vermont-based work to our funder community.

Grantmaking and Investing Responsibilities:

- Strategically deploy both grant awards and community investments, in collaboration with the GCI team, Management team, and Philanthropy team at the Foundation, within the structures, procedures and compliance needs of the Foundation, as well as our guiding strategies and values.
- Maintain and uphold collaborative, community-oriented grantmaking based on best practices.
- Work directly with specific stakeholder groups: regional and locally-based grant committees, co-funding partners, partner organizations, and networks.

Impact Measurement and Fundholder Engagement Responsibilities:

- Participate in and help to track the Foundation's grants and community investments, utilizing the Foundation's impact measurement framework and frequent evaluation of grantmaking and investing strategies to ensure learning within the Foundation.
- Gather, track, and analyze data at statewide, project-based, and lessons-learned levels to better communicate the systems-change work of the opportunity gap.
- Consistently work interdepartmentally to provide stories, metrics, and data to communicate impact for donors, fundholders, and partners.

In addition, every GCI team member is responsible for:

- Excellent community-based partnerships and engagement to better source and identify projects and initiatives which advance the Foundation's mission and focus on the opportunity gap.
- Excellent external customer service and responsiveness to community partners, statewide audiences, philanthropic partners, and fundholders.
- Excellent internal customer service and responsiveness to Community Foundation teams.
- Competence with Foundation databases, software, tracking, digital platforms, and project management formats used by the organization.

Essential Functions and Traits

- Proven track record of creating and implementing strategic programs, systems, and approaches.
- Experience and success in convening key stakeholders and building shared vision and momentum.
- Ability to engage communities and cross-sector groups around a common agenda.
- Creativity and innovation in the use of capital to achieve strategic objectives across sectors.
- Leadership skills with stewardship and facilitation experience.
- Comfort and ease in diverse social settings.
- Ability to follow through on commitments.
- Demonstration of innovative strategic thinking and planning skills.
- Development, implementation, and evaluation of integrated processes for effective philanthropy.
- Respect for colleagues, donors, and community partners.

Essential Skills and Qualifications

- BA/BS degree required. Master's degree a plus.
- 5-10 years relevant work experience. Significant experience managing donor relationships as well as project management.
- Experience in setting and achieving goals.
- Familiarity with grantmaking. Experience making funding decisions a plus.
- Excellent verbal, written, and interpersonal communication skills.
- Presentation or public speaking experience.
- Ability to work both independently and with various groups.
- Ability to work during regular business hours (Mon-Fri, 9 a.m. to 5 p.m.) and some evenings and weekends.
- Proficiency in Microsoft Word, Excel, PowerPoint.
- Familiarity with database management tools.

Location

Due to the pandemic, the Community Foundation is currently working remotely. We do anticipate a return to in-person work when it is deemed safe to do so.

Instructions for applying

Applications will be accepted through Friday, February 19, 2021. Send your resume and three references to humanresources@vermontcf.org

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.