

Program Officer – Position Announcement

The **Program Officer** is primarily responsible for working with the Community Foundation of Greater Birmingham (CFGB) team and community partners to advance the CFGB Strategic Plan and its five program priorities (Thriving Communities, Equity and Inclusion, Regional Cooperation, Economic Opportunity for All, Overcoming Persistent Poverty). This includes (but is not limited to) providing leadership or support on specific CFGB initiatives and special funds, helping coordinate an effective CFGB competitive grants process, developing expertise on selected initiatives, funds and grant priorities, and building relationships with current/potential grantees, donors and other critical partners. Other roles may be necessary based on operational plans under the CFGB Strategic Plan.

The Organization: Founded in 1959 by and for the community, the Community Foundation of Greater Birmingham is a permanent charitable endowment with the mission to ‘ignite passion for transformational change’. CFGB directly serves Jefferson, Blount, Shelby, St. Clair and Walker counties, but also plays a role in leadership throughout the state of Alabama.

Program Officer’s Duties and Responsibilities:

Grants

- Complete desk reviews and due diligence for brief and full proposals from organizations seeking funding for assigned grant priorities.
- Support site visit teams (members of the Grant Review and Evaluation Committee, community members and donors) and prepare written summary reports, as requested.
- Maintain a portfolio of grants relevant to the assigned priorities, providing the point of contact and assistance to those grantees, including monitoring project progress, ensuring effective evaluation and submission of final reports.
- Compile and maintain information about best practices related to assigned priorities and provides this knowledge to grantees, proposal reviewers and the GREC, as appropriate.
- Assist with evaluation and reporting of grant outcomes to CFGB Board, donors, the public and other community stakeholders as requested.
- Plan and convene community and grantee meetings relevant to the assigned priorities, as appropriate.
- Work with VP of Programs and other CFGB staff to support effective community outreach and administrative management.
- Other duties as determined by operational plans under the CFGB Strategic Plan.

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Initiatives and Special Funds

- Research, convene around and plan community initiatives (or other proactive investments) and special funds (i.e. field of interest funds and donor advised funds with a special process) with Programs Team, CFGB President and others.
- Develop and maintain knowledge of key research, models and innovation related to assigned initiatives and funds. Develop and maintain relationships with key stakeholders, leaders, allies and organizations relevant to initiative success.
- Lead or support (as assigned) initiative and special fund activities, including managing research, work plans, staff and partner roles, funding and evaluation. In the case of special funds, provide support per the Field of Interest Fund guidelines and/or other terms of support agreed upon.
- Seek opportunities to leverage funds from both external and internal sources; develop knowledge of national, regional and/or local funding sources related to initiatives and assist with proposal submission where appropriate.
- Prepare periodic written and verbal initiative updates.
- Prepare and disseminate final reports on initiative activities and lessons learned.
- Other duties as determined by operational plans under the CFGB Strategic Plan.

Leadership and Community Knowledge

- Participate in relevant community meetings, committees, etc. that are critical to initiatives, funds, grant priorities and other CFGB priorities.
- Work collaboratively with community partners from other sectors in the region on issues related to initiatives, funds, grant priorities and other CFGB priorities.
- Develop and maintain current topical knowledge on assigned initiatives, funds, grant strategies and other CFGB priorities.
- Stay informed about how assigned initiatives, funds, grant priorities and other CFGB priorities are relevant to key planning documents for the region (e.g. regional community plans, municipal plans, etc.).
- Work with the Programs Team (and other staff) to inform and implement departmental and organizational strategies.
- Coordinate with Director of Marketing and Communications to share knowledge, give presentations, develop articles, blogs, etc. related to assigned program portfolio.
- Identify and develop effective working relationships with key stakeholders, allies, leaders and organizations.
- Other duties as determined by operational plans under the CFGB Strategic Plan.

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Leveraging Resources

- Partner with Giving Strategies staff to provide information and/or meet with donors interested in assigned initiatives, funds and grant strategies (includes presentations at CFGB events).
- Identify and pursue local, state, regional and national sources of funding (both public and private) where appropriate.
- Participate with relevant foundation affinity groups and build relationships with peer foundations that offer expertise, knowledge of effective models, peer support and links to funding.
- As funds are available, participate strategically in local, state and national meetings or dialogues to inform initiatives, funds and grant making and foster appropriate collaboration.
- Other duties as determined by operational plans under the CFGB Strategic Plan.

Interpersonal Skills:

- Integrity and sensitivity to confidentiality of donor and grantee information
- Self-directed and energetic, strong follow-through
- Highly organized and attentive to detail
- Orientation to teamwork
- Ability to effectively communicate (verbal and written) and build relationships with a diverse group of donors, grantees, community partners, Board members and colleagues

Qualifications, Skills and Experience:

- Minimum three (3) years of experience in the nonprofit sector (relevant experience in another sector may be substituted)
- Minimum Bachelor's Degree required
- Commitment to building a better community and partnering with others to accomplish positive community change
- Leadership, vision, creative thinking and a curious and investigative nature
- Ability to critically analyze systems and processes (internal and external) and devise strategies for improvement
- Ability to proactively develop creative solutions to complex problems and opportunities
- Excellent oral and written communication skills and proven competence in public speaking to large and small groups; diplomacy is essential
- Experience researching issues, convening partners/colleagues, planning projects and carrying plans through to completion for complex projects and initiatives
- Knowledge of the nonprofit sector and work or volunteer experience related to any of CFGB's strategic priorities

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Qualifications, Skills and Experience (continued):

- Specialized knowledge or expertise relevant to any of CFGB’s strategic priorities is a plus
- Proficiency with Microsoft Office programs (Word, Excel, PowerPoint, Outlook); able and willing to learn new information systems and database management
- Knowledge of and/or prior experience with any communities in our five-county footprint a plus.

Compensation

- The salary for this position \$50,000 – \$55,000. Starting pay will be commensurate with the selected candidate’s background and experience.
- CFGB offers an exceptional benefits package including options for medical and dental coverage, 403(b) retirement plan, a generous schedule of paid holidays, and three weeks of vacation the first year of service (prorated).

TO APPLY, please submit your cover letter, salary expectations, and resume via email to jobs@tateassociatesllc.com with “Program Officer” in the subject line. To ensure your resume is considered, we respectfully ask that you follow this submission process.

The Community Foundation of Greater Birmingham is an Equal Employment Opportunity Employer.