Program Officer (Operational Leadership and Support)

**Position:** Full-time  
**Department:** Programs  
**Reports To:** Vice President, Programs

**Position Summary:** This position is primarily responsible for working with the Community Foundation of Greater Birmingham (CFGB) team and community partners to advance the programmatic priorities within the CFGB Strategic Plan and provide operational leadership and support for the Programs Department. This includes (but is not limited to) providing general operational leadership and support for the department (in conjunction with Vice President, Programs), managing scholarships, providing leadership or support on specific CFGB initiatives and special funds, coordinating an effective CFGB competitive grants process, developing expertise on selected initiatives, funds and grant strategies, 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. Program roles will be balanced with the operational leadership and support role so the total quantity of work is reasonable.

**The Organization:** Founded in 1959 by and for the community, CFGB is a permanent charitable endowment with the mission to ‘be a vehicle to ignite passion for transformational change’. CFGB directly serves Jefferson, Blount, Shelby, St. Clair and Walker counties.

**Duties and Responsibilities:**

**Operational Leadership and Support**  
Provide operational leadership and support to the Programs Department, including:

- Manage all phases of the competitive grants process with VP Programs and in coordination with other Programs staff
- Manage reporting, evaluation, payment, budget tracking and other operational processes for the Programs Department, in coordination with VP Programs and the Finance and Giving Strategies Departments
- Manage FIMS (Foundation Information Management System), Foundant, X Drive and other information systems in coordination with VP Programs and other Programs staff
- Provide support to initiatives, funds, grants and special projects as required and feasible
- Other operational leadership and support duties as necessary per the CFGB Strategic Plan, working in conjunction with VP Programs

**Scholarship Management**

- Serve as the administrative intermediary between ISTS (scholarship management service) and scholarship funds
- Manage all in-house scholarship processes, including maintenance of forms, updates, and technical assistance to committee members, students, and recommenders
- Distribute scholarship information to school counselors, potential applicants and other relevant parties; assist students, parents and schools with process, as needed
- Create and maintain applicant files
- Attend and present at awards ceremonies (or arrange appropriate staff representation)
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 strategies, 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 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

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, power brokers, allies and organizations relevant to initiative success
- Proactively 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, grants, and other CFGB priorities
- Work collaboratively with community partners from other sectors in the region on issues related to initiatives, funds, grants and other CFGB priorities
- Develop and maintain current topical knowledge on assigned initiatives, funds, grants and other CFGB priorities
- Stay informed about how assigned initiatives, funds, grants and other CFGB priorities are relevant to key planning documents for the region (e.g. regional community plans, municipal plans, etc.)
- 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, power brokers and organizations
- Other duties as determined by operational plans under the CFGB Strategic Plan
Leveraging Resources

- Partner with Giving Strategies staff to provide information and/or meet with donors interested in assigned initiatives, funds and grant priorities (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
- Highly organized and attentive to detail
- Strong 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
- Experience managing complex operational and administrative systems
- 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 five priorities (specialized knowledge related to any of these priorities a plus)
- Proficiency with Microsoft Office programs (Word, Excel, PowerPoint, Outlook); able and willing to learn new information systems and database management (experience with same a plus)
- Knowledge of and/or prior experience with any communities in our five county footprint a plus

Compensation

The salary for this position is $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).

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