



PROGRAM OFFICER

About the Foundation

The Community Foundation promotes philanthropy to make Santa Cruz County a better place to live, now and in the future. Founded in 1982, the Foundation manages assets in excess of \$120 million and operates a grants program that awarded over \$7 million in 2016. The Foundation also provide year-round learning resources to donors, professional advisors and nonprofits. It's located in the Jack & Peggy Baskin Center for Philanthropy, in Aptos CA. The center achieved Gold Level LEED certification from the U.S. Green Building Council and exemplifies the commitment of our board of directors to a sustainable and healthy work and meeting place.

Program Officer Position

The Foundation conducts semi-annual competitive grant processes, several focused grant opportunities, and ongoing donor advised grant cycles. This position directly supports those activities through systems management, grant process management, data collection and reporting. This position oversees all grants management. This full-time position is exempt from overtime and reports directly to the program director.

Supervisor

Program Director Christina Cuevas

Responsibilities

- Work collaboratively with other team members to develop and implement program and leadership strategies in education and youth development.
- Monitor and coordinate a grants portfolio: grant planning; solicit, analyze and process funding proposals to determine eligibility and potential for success; identifying and working with prospective grantees; conduct background research and site visits; prepare written and verbal summaries and recommendations; undertaking periodic reviews of progress with grantees; and reviewing financial and narrative reports.

- Work with staff across departments to advance foundation priorities, goals and mission.
- Engage with grantees and other key stakeholders to review opportunities and challenges, and to encourage collaboration, learning, exchange and strategic partnerships.
- Maintain knowledge of the broader education field, including current issues, key resource people and organizations to get a clear understanding of how they align with the Foundation's interests.
- Other duties as assigned.

Required Education

- A minimum of a bachelor's degree in education, sociology, public policy, program administration or related disciplines.
- Master's degree preferred.
- At least five years of experience working in a professional or management role in the nonprofit, philanthropic or public sector.
- Bilingual English/Spanish proficiency a plus.

Required Knowledge, Skills and Abilities

- Strong analytical skills and creative problem-solving ability.
- Experience in grantmaking, program/project development and/or evaluation highly desirable.
- Ability to read and understand financial statements.
- Strong organizational and administrative skills, including managing multiple projects simultaneously, attention to detail and ability to prioritize and meet deadline.
- Excellent writing skills, including the ability to verbally communicate effectively with stakeholders from a range of backgrounds, experience and education.
- Team oriented with an ability to work cooperatively and effectively with colleagues, board members, consultants and community leaders from diverse backgrounds.
- Ability to facilitate meetings and group processes for fact-finding, decision-making, peer learning and problem solving.
- Excellent computer skills, including working knowledge of the Microsoft Office Suite and comfort with technology.

Characteristics to be successful in this position

- An individual who strongly believes in the values and the mission of the Foundation.
- A good listener: someone who is approachable, knowledgeable, and can develop meaningful relationships with colleagues, grantees, community organizations and other stakeholders.
- Comfortable receiving input from many sources, and able to analyze and formulate disparate information into a sound, well-organized plan.
- Professional with a demeanor demonstrating humility, respect, integrity, judgment, cultural sensitivity and flexibility to represent the Foundation in diverse forums and organizational relationships.
- A sense of humor, strong interpersonal skills and flexible working style.
- Demonstrated interest in learning, development of professional skills and expertise.
- Adaptable to a fast-paced, ever-changing environment and able to approach situations and challenges with a sense of humor.

Typical Physical Demands

- Sit or stand at a desk for 2-3 hours at a time.
- Driving – with valid California Driver’s License.
- Keyboarding for 2 – 3 hours at a time.
- Lift and move documents and supplies.
- Bend to file and retrieve documents.

Compensation: Salary is commensurate with experience for this full-time, exempt from overtime position. The Foundation offers an excellent benefits package.

To Apply:

Application deadline is **September 15, 2017**. Email (preferred) cover letter, resume, salary requirements and names and telephone numbers of at least 3 references to sfarrar@cfsc.org.

Or, deliver/mail to:

Susan Farrar
CFO/Administration Director
Community Foundation Santa Cruz County
7807 Soquel Drive
Aptos, CA 95003

The Community Foundation is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.