THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Program Officer and Director of Research STATUS: Exempt

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# REPORTS TO: Vice President for Program DATE: August 2016

# Position Summary:

Responsible for researching and evaluating projects pertinent to the Foundation’s program mission and for coordinating the evaluations of grant recipient’s work.

# Responsibilities Include:

* Researches grant proposals and requests to evaluate the overall qualifications and appropriateness of the request. Prepares a written analysis of the research results for consideration by the board of directors.
* Coordinates the evaluations of grant recipient’s work.
* Assists the Vice President for Program to prepare for grant presentations and briefings to the board of directors.
* Researches and provides written evaluation on special projects as assigned by the Vice President for Program.
* Attends meetings and conducts site visits in connection with the Foundation’s grantmaking program.
* Attends conferences and other events as appropriate to gather information and to represent the Foundation.
* Keeps the Vice President for Program updated on grant activities.
* Coordinates with the Vice President for Program and President on the development of philanthropic partnerships.
* Works with the Vice President for Program to administer the Bradley IRA, Improve Education and Strengthen Private Initiative sectors of the grants budget.
* Provides the President with an update on grants and budgets as directed by the Vice President for Program.
* Supervises the production of the board of directors’ agenda books.
* Prepares and edits various assigned Foundation documents and publications.
* Maintains the Foundation’s website, reviews regularly and updates as needed.
* Remains current and knowledgeable in the areas related to the Foundation’s grantmaking programs. Makes recommendations to the President and/or Vice President for Program for new opportunities to develop or enhance the mission of the Foundation.
* Manages the librarian position. Responsibilities include interviewing, training, and performance management.

**Other Duties and Assignments:**

Other duties as may be assigned by the Vice President for Program to fulfill the responsibilities of this position.

**Work Relationships and Scope:**

This position reports directly to the Vice President for Program. Manages the Librarian. Regular interaction with all employees to gather information. Frequent interaction with the public.

**Measures of Performance:**

Quality, quantity, accuracy, timeliness and thoroughness of work performed; ability to handle multiple projects at one time; effectiveness of communications and development of good working relationships with managers, co-workers, and the public; professional workplace appearance and conduct; reliability in reporting to work regularly and on time; understands and adheres to Foundation policies and procedures; and ability to keep Foundation information confidential.

**Knowledge, Skills and Abilities:**

Bachelor’s degree, Master’s degree preferred, with knowledge of and a minimum of 10 years of experience working in the nonprofit sector. Must be an effective communicator, both verbal and written, like to read and conduct research, ability to anticipate trends in business and social needs, ability to articulate and present viewpoints and recommendations.

## **Working Conditions:**

Work is performed in a pleasant office environment with minimal exposure to injury. Work hours are generally weekdays during normal business hours and will usually average 40 - 45 hours a week. Some travel required.

### **Acknowledgement:**

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Vice President for Program. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date