THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Program Officer STATUS: Exempt

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

# Position Summary:

In consultation with the Vice President for Program, responsible for evaluating and recommending grant requests related to one or more sectors of the Foundation’s grantmaking program and representing the Foundation in the public sphere.

**Essential Responsibilities**

Grant Request Research and Evaluation

* Researches grant requests to evaluate the overall qualifications and appropriateness of the request. Prepares a written analysis, recommendation or declination of the grant request for review by the Vice President for Program. Upholds, through words and deeds, the integrity of the Foundation’s grantmaking program.
* Assists the Vice President for Program to prepare for and/or present grant presentations and briefings to the board of directors.
* Regularly conducts site visits of potential and current grantees in assigned sector(s). Builds strong relationships with grantees; remains abreast of grantee circumstances and changing conditions.
* Remains current and knowledgeable in assigned sector(s) within the Foundation’s grantmaking programs. Performs sector analyses and shares findings internally, as relevant. Makes recommendations to the Vice President for Program regarding new opportunities to develop or enhance the grantmaking program within the scope of the Foundation’s mission.

Public Involvement

* Attends and/or speaks at conferences and other public and private events (such as forums and task forces), as appropriate, to gather information and represent the Foundation.
* May be responsible for planning and executing one or more high profile Foundation-sponsored annual events or awards program.

Administration

* Assists in budget planning and expense control for assigned program sector(s).

Internal Coordinator

* Shares institutional knowledge across department lines and program sectors in a timely manner in order to preserve and enhance the Foundation’s public reputation.
* Collaborates with other staff on development and/or utilization of cross-departmental systems, tools, and processes.
* Ensures a cohesive public face by remaining aware and vigilant of the overall donor environment, specifically, how interactions/communications with donors, partners and other key stakeholders may affect Foundation colleagues’ interactions/communications with same.

**Other Duties and Assignments:**

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

**Work Relationships and Scope:**

This position reports directly to the Vice President for Program. Regular interaction with all employees to gather information. Frequent contact and interaction with the public to gather information and build business relationships.

## **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 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 or commensurate experience required. Advanced degree preferred.
* At least five (5) years of grantmaking experience in philanthropic organization with a strong mission-and-values-based philosophy.
* Thoroughly understands and represents the Foundation, its history, mission, culture, program structure, operations, funding history and potential (or the skills to learn it in a brief period of time).
* Demonstrated, personal commitment to the Foundation’s mission and the conservative principles and donor intent which underlie that mission.
* Experience researching, understanding, analyzing and articulating complex business, societal, economic, educational, public policy and other issues associated with assigned grantmaking program sector(s); ability to remain abreast of changes and anticipate trends in said sector(s).
* Demonstrated ability to articulate and present thoughtful viewpoints, arguments and recommendations through superior interpersonal communication, written and presentation skills; capable of effectively communicating, both verbally and in writing, with diverse audiences of differing backgrounds; comfortable and effective public speaker.

## **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 is 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