THE LYNDE AND HARRY BRADLEY FOUNDATION

# JOB TITLE: Senior Program Officer STATUS: Exempt

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

# Position Summary:

Responsible for evaluating and recommending grant requests related to the Foundation’s program in one or more of the Foundation’s program areas. The Senior Program Officer must possess considerable relevant experience in grantmaking over a minimum of ten years.

**Responsibilities Include:**

* Researches grant requests to evaluate the overall qualifications and appropriateness of the request. Prepares a written analysis, recommendations or declination of the grant request for the review of the Vice President for Program.
* Assists the Vice President for Program to prepare for grant presentations and briefings to the board of directors.
* Provides assistance, as needed, on tasks assigned by the Vice President for Program and/or President of the Foundation.
* Represents the Foundation in public forums and task forces.
* Regularly conducts site visits of grantee in the program area.
* Attends conferences and other events as appropriate to gather information and to represent the Foundation.
* Assists in the budget planning of the program area for academics, international and cultural programs.
* Remains current and knowledgeable in the areas related to the Foundation’s grantmaking programs. Makes recommendations to the Vice President for Program for new opportunities to develop or enhance the mission of the Foundation.

**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, Master’s preferred, with at least five years of grantmaking experience in the nonprofit or philanthropy environment. 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, excellent writing and analytical skills, and understanding of other cultures.

## **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