



THE COMMUNITY FOUNDATION

POSITION: Program Officer, Vitality

REPORTS TO: Vice President, Community Programs

DESCRIPTION:

Rochester Area Community Foundation one of the largest foundations in upstate New York, is looking for a Program Officer in its vitality goal area. The Community Foundation utilizes its extensive knowledge of the Rochester community and its expertise in the operations and capacities of nonprofits to provide millions of dollars in grants annually to our region's organizations. We believe that, together with community partners, we can create and maintain a community that is vibrant and equitable. The ideal candidate brings an optimistic belief in our capacity to work with partners to catalyze positive and enduring systemic change. Along with a belief in our mission, the ideal candidate is also engaged in the community, organized and analytical, able to manage multiple projects, a contributor to positive team culture, a strong communicator, and committed to ensuring that we make impactful grants and serve as a resource to the Rochester community.

The work of the Community Programs department is organized around two goals: strengthening our region's vitality and creating an equitable community. To achieve these goals, we make grants and engage in community leadership. Community leadership includes convening, research and information dissemination, advocacy, the creation of multi-stakeholder initiatives, and engagement with partners across a broad range, including the nonprofit, public, faith, and private sectors.

The Community Foundation's vitality goal includes three areas for action:

- **Supporting Arts and Culture**
Encouraging vibrant and diverse arts and cultural offerings and improving the capacity of local arts organizations.
- **Preserving Historical Assets**
Preserving our region's rich historical assets and promoting educational efforts that build on these assets.
- **Promoting Successful Aging**
Fostering successful aging by helping to create more age-friendly communities.

JOB PROFILE

The Program Officer, Vitality manages the Community Foundation's grantmaking and community leadership in the vitality goal area. The Community Foundation seeks a dynamic, creative, and collaborative candidate to work with the Vice President, Community Programs and the Program/Distributions Committee to shape the vitality area. Initially, the Program Officer will participate in fully developing the strategy for attaining the vitality goal. The Program Officer will then play a leading role

in building a strategic portfolio, combining community leadership and grantmaking. The aging action area will be carried out in conjunction with the Senior Director for Community Programs. The Program Officer will be mindful of opportunities to achieve equity within the vitality areas.

Additional responsibilities include:

- *Grantmaking* – reviewing, analyzing, and summarizing proposals within the assigned action areas and preparing written recommendations to the volunteer Program/Distributions Committee and Board of Directors; managing, monitoring, and coordinating a grants portfolio, including annual grant planning, identifying and working with prospective grantees, conducting organizational assessments, undertaking periodic reviews of progress with grantees, and providing technical assistance; managing all grant-related processes (i.e., preparation of grant agreements, terms and conditions, final report terms, etc.).
- *Internal and External Resource* - maintaining a high level of expertise in arts and culture and historic perseverance and serving as a resource and educator for Community Foundation staff, Program/Distributions Committee, Board, donors, and the community; identifying and soliciting resources (including external grants) to support the work of the Foundation.
- *Program Monitoring and Learning* - critical assessment and reflection on portfolio in order to adjust grantmaking and community leadership practices accordingly; frequent research and learning from other community foundations, partners and grantee organizations, public officials, academic institutions, and community members, as well as from donors and other stakeholders to identify best practices and new opportunities for the work of the Community Foundation.
- *Community Partnerships* – representing the Community Foundation in a variety of initiatives and activities that help further the goals of the assigned areas. Participation in these partnerships includes regular attendance at meetings, strategy setting, guidance on research and evaluation, public policy work, as well as pursuing opportunities to leverage funding, communications, and other expertise that help further common objectives.
- *Communications Support* – assisting other departments in meeting their goals for communicating needs, funding opportunities, and accomplishments to Community Foundation donors and partners; contributing to the preparation of the quarterly *Grantmaking News You Can Use*, giving oral and written progress reports and presentations to varied audiences, and supporting special events; serving as a conduit to bring vital external information to the Community Foundation.
- *Support of Vice President* – May be asked to represent the Vice President in public and Foundation meetings.

Given the dynamic nature of the Community Foundation's work, the job will inevitably grow and change over time. There will be other duties as assigned by the Vice President for Community Programs. The Program Officer, Vitality's recommendations for these changes, additional duties, and participation in their implementation will be valued.

CANDIDATE PROFILE

Strong interpersonal skills and a capacity to work with people from all backgrounds are essential for this position. A candidate should also be creative and collaborative; possess outstanding oral and written communication skills; and demonstrate planning and analytical ability. Experience facilitating meetings is critical as is facility with technology, including a willingness to engage new or unfamiliar software. Candidate should possess grantmaking and/or grant-seeking experience or aptitude. Candidate must be flexible and adaptive and able to handle multiple tasks simultaneously. A self-starter with a keen desire for excellence and accuracy is desired. Candidate should be passionate and mission-driven and willing to invest the time to execute the mission. Must be able to work evenings and weekends as needed. Travel for the position is primarily local. Must have reliable transportation and driver's license in good standing.

The preferred candidate will have outstanding knowledge, commitment, and skills related to arts and culture and historic preservation, including developed relationships with key community actors within these areas. Some demonstrated technical aptitude in historic preservation (i.e. reading technical drawings, restoration documentation, and building plans) is a plus, as is awareness of strategies for community engagement and collaborative leadership in the action areas.

MINIMUM EXPERIENCE

Significant experience on matters of arts and cultural institutions. Some experience with historical preservation preferred. Seven to ten years professional experience in program management in community, voluntary agencies, social services, government, or other arenas directly related to the Community Foundation's work. A master's degree in an appropriate discipline is preferred; a bachelor's degree with relevant experience will be considered.

COMPENSATION

Competitive, with standard Community Foundation benefits.

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

**ROCHESTER AREA COMMUNITY FOUNDATION
IS AN EQUAL OPPORTUNITY EMPLOYER**

To Apply:

By **July 10, 2018**, send a **cover letter and resume, preferably by mail** (postmarked by July 10, 2018) to Program Officer, Vitality Opening, Rochester Area Community Foundation, Attn: Human Resources, 500 East Avenue, Rochester, NY 14607 or RACF-ProgramOfficerVitality@racf.org.

NO PHONE CALLS, PLEASE.