



Program Officer

ORGANIZATION OVERVIEW

The Greater Washington Community Foundation ignites the power of philanthropy, leads for community impact, and responds to critical community needs. Since 1973, The Community Foundation has been a trusted philanthropic partner to our generous donors and nonprofits working to create lasting change in DC, Montgomery County, Northern Virginia, and Prince George's County. As the region's largest local funder, we have invested more than \$1.4 billion to build racially equitable, just, and thriving communities where everyone prospers. Now, our strategic focus is to close our region's racial wealth gap so that people of all races, places, and identities reach their full potential.

POSITION SUMMARY

The Program Officer at the Greater Washington Community Foundation plays a unique role in our efforts to close the Racial Wealth Gap—with a focus on the most underinvested BIPOC neighborhoods in the region—and to center Racial Equity and Inclusion (REI) in the work and operations of The Community Foundation.

Program Officers at The Community Foundation are community builders with expertise in grantmaking. The Program Officer will broadly support The Community Foundation's strategic community investment efforts and serve as a pivotal member of the Community Investment team, contributing to learning, idea generation, strategic thinking, organizational networking collaboration, and team spirit.

More specifically, the Program Officer's grantmaking work will involve reviewing grant proposals, performing due diligence work, managing current grants, evaluating grant results, guiding a diverse portfolio of grantee partners, and making grant recommendations to The Community Foundation's Board of Trustees and grantmaking committees. The Program Officer will serve as an ambassador to the nonprofit community and will be expected to manage a set of grant portfolios that may change and evolve over time.

In addition to the duties described in this position description, every role at The Community Foundation is expected to contribute to the overall success of the organization and its goals. This may mean that team members are asked to take on other tasks that may not be listed here. Examples may include working on a project or specific task outside of your standard area of responsibility, such as participating on an organization-wide task force or special initiative or being asked to support a colleague when needed. Any additional tasks will be determined by the manager of this role in coordination with the leadership team.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

This role requires skill and aptitude for engaging people and building mutually beneficial partnerships along with high-level program and administrative coordination. Below are the core areas of responsibility. The principal responsibilities include the following:

- Manage grant review processes across a discrete set of funds including reviewing proposals submitted to The Community Foundation, conducting site visits and interview meetings, drafting and editing detailed reports on grant proposals, and preparing and presenting funding recommendations.
- Create spaces for learning and building relationships and networks that serve as a resource base for our work.
- Work across functions and teams in pursuit of collaborative and systemic change.
- Serve as a key voice inside and outside the Community Foundation to help inform a community-driven research agenda, policy formation, and advocacy efforts.
- Provide technical assistance to grant applicants as needed.
- Attend events and programs related to grant recipients and philanthropy.
- When necessary, administer special purpose funds on behalf of Community



Foundation donors, which occasionally require writing guidelines, convening advisory committees, and marketing grant opportunities.

- Prepare written and other necessary materials for internal and external stakeholders that summarize issues and decisions for their consideration.
- Other Community Investment Team duties (as needed). The Program Officer will be asked to provide support from time to time on other departmental initiatives.

DESIRED SKILLS AND EXPERIENCE

- Familiarity with nonprofit organizations and prior grantmaking experience strongly preferred, especially in a Community Foundation context. Candidate should demonstrate a track record of having managed a diverse grant portfolio.
- Skilled facilitator and experience convening cross-racial, cross-sector leaders.
- Leading with the principles of REI, particularly conceptualizing REI challenges and opportunities that contribute to racially equitable change.
- Capacity to engage and activate grassroots and grassroots leaders.
- Entrepreneurial spirit and the ability to shape and carry a unique body of work while working collaboratively with peers, colleagues, and partners.
- Proficiency with grant evaluation; Ability to analyze budgets and financial statements.
- Working knowledge of concepts and demonstrated commitment to advancing racial equity.
- Excellent strategic thinking, planning, project management, and organizational skills.
- Outstanding interpersonal skills, working well with a wide range of colleagues across geographies; ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures.
- Strong customer service and relationship management skills.
- Keen conceptual, analytical, and critical thinking skills; an inquisitive nature; Ability to synthesize complex issues and concepts on behalf of the greater good of the community.
- Technology fluency with managing calendars, appointments, and schedules; word processing, spreadsheet, and database development/maintenance; and development of presentation materials (preferably using Microsoft Outlook, Microsoft Word, Excel, Access, and Power Point software) and electronic communications. Familiarity with Raiser's Edge and Blackbaud Grantmaking are a plus.
- An understanding of philanthropy's role in the community and a commitment to philanthropy and the mission of The Community Foundation.
- Sound judgment: Ability to manage time effectively; Flexibility; Self-discipline and initiative; ability to work with minimal supervision.
- Bachelor's degree in social work, public policy, education, or related field with minimum of 5 years of work experience.

BENEFITS AND SALARY

Salary starts at \$64k and is commensurate with experience and qualifications. Excellent benefits package, including company-paid health, vision, dental, and life insurance for employees; Flexible spending accounts; Identity Theft, Critical Illness coverage, Universal life and long-term care insurance and retirement plan with employer match; Twelve paid holidays; Flexible work schedule.

HOW TO APPLY

Please submit your resume and cover letter with salary requirements to HR@thecommunityfoundation.org.

The Greater Washington Community Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, ~~age~~ gender identity, sex, national origin, disability, or protected veteran status.