



Ball Brothers Foundation

JOB POSTING (Posted November 2023)

Program Officer

ABOUT BALL BROTHERS FOUNDATION

Ball Brothers Foundation is one of Indiana's oldest and largest family foundations. Since its founding in 1926, the foundation has worked to improve the quality of life in Muncie, Delaware County, and East Central Indiana through grantmaking and leadership. As a "place-based grantmaker," the foundation funds broadly across six key focus areas: arts/culture, education, human services, public society benefit, environment, and health. Annually, the foundation awards grants of over \$8 million to nonprofit organizations, schools, and units of government. The foundation approaches its work with a long-term time horizon and values deep relationships and partnerships with the local community.

JOB RESPONSIBILITIES

- Works with the Foundation staff, Board, and other outside experts to support the foundation's grantmaking strategies, explores potential funding interests, and initiates special/new projects consistent with the mission of the Ball Brothers Foundation
- Communicates with nonprofit organizations, government officials, schools, and the general public about the Foundation's grantmaking priorities, guidelines, and proposal review process
- Builds strong relationships with the foundation's current grantees and potential applicants by deeply understanding their work, unique needs, and opportunities to further strengthen organizations
- Prepares and manages Request for Proposals as needed
- Reviews and evaluates grant proposals, preparing written summaries and verbal presentations for the foundation's board; including performing financial analysis
- Manages a range of activities to monitor impact of grants, including site visits, facilitating grantee check-in calls, review and analysis of grantee reports
- Provides technical assistance to grantees, facilitates connections to other partners, and recommends helpful resources as appropriate
- Develops and manages strategic relationships with other local, state, and national grantmakers, philanthropic membership organizations, and government officials
- Develops deep knowledge and understanding of Muncie, Delaware County, East Central Indiana, and the concept of "place-based grantmaking," staying abreast of key community issues and trends, frequently representing the foundation at community meetings, events, and gatherings

QUALIFICATIONS & SKILLS

The Foundation requires a candidate who is intellectually curious and pragmatic. Successful candidates work independently, initiate projects and manage their own work and time well. The Foundation staff is small; therefore, teamwork is an essential part of this position. This person must be committed to protecting the assets and integrity of the Ball Brothers Foundation and be eager to grow professionally with the Foundation. Successful candidates will possess a breadth of experience; specialization in one or two areas of foundation work is helpful.

- Demonstrate understanding of or keen interest in becoming deeply knowledgeable about Muncie, Delaware County, East Central Indiana and the concept of “place-based grantmaking”
- Five+ years of experience with nonprofit management, fundraising, economic/community development, business management, and/or program development is preferred
- Understanding of grantmaking processes and familiarity with best practices in grantmaking, either through a foundation or grantee perspective
- Approachability, excellent interpersonal skills; demonstrates authentic curiosity and enthusiasm for building trusting relationships with constituents (grantees, community leaders, board members, and others) both in urban and rural settings
- Demonstrated experience in building relationships and facilitating dialogue that is honest, candid, and clear
- Attention to detail, strong organizational skills, and the ability to manage competing priorities
- Sound judgement, tact, humility, discretion
- Analytical ability and strong skills in verbal and written communication; ability to clearly and concisely summarize complex issues, develop recommendations
- Maintain strict confidentiality
- Possessing a college or university degree is preferred but not required

Local residency will be required due to the community engagement focus of the role, and relocation assistance will be provided.

Some evening and weekend work will be necessary for community engagement. Having access to a car and the ability to use it frequently for work is essential, as frequent travel across the region will be required.

The working conditions described above are representative of those for an employee to perform this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary functions of the role.

TO APPLY:

Please submit your resume and a cover letter to hr@ballfdn.org. Include “Program Officer” in the subject line. Priority consideration will be given to applications received by Monday, December 11, 2023. The job posting will stay open until the position is filled.