Carroll Petrie Foundation
Pollinators Program Officer Position

Job Title: Program Officer
Location: Santa Fe, New Mexico
Reports to: President

The Foundation is seeking a kind, smart, compassionate, humble, and motivated individual to join the Foundation as the Pollinators Program Officer.

Organization
The Carroll Petrie Foundation is a family foundation dedicated to supporting animals and the natural world. The Foundation has an active and deeply engaged Board of Directors and a passionate, dedicated staff of six. The Foundation awarded approximately $12.5 million in grants in 2021.

Job Summary
The newly created Pollinators Program Officer position presents an exciting opportunity to help manage the Foundation’s Pollinators Program. In this role, the Program Officer will co-create and regularly evaluate the Foundation’s grantmaking strategy, manage day-to-day grantmaking activities, and serve as the Foundation’s lead staff member in recommending and overseeing grants for the Pollinators Program. He/she will be responsible for building deep relationships with a portfolio of grantees, collaborating with them to develop grant proposals and track, evaluate, and support their ongoing work. In addition, he/she will develop an in-depth knowledge of matters important to pollinators and be a pivotal member of the Foundation’s grantmaking team, contributing to idea generation, strategic thinking, and collaborative team dynamics.

Key Responsibilities
- Manage a diverse portfolio of existing and prospective grantees
- Develop meaningful, empathic relationships with grantees and acquire a deep understanding of their work; engage in regular site visits
- Identify potential new grantees, emerging topics, and approaches for the Foundation to consider in its efforts to support pollinators
- Counsel grant seekers on grant requests and general information inquiries, perform due diligence on proposals, and shepherd proposals through the Foundation’s approval process; provide technical assistance and support to grantees as needed
- Work with the President and other program staff in coordinating grant recommendations
- Develop written recommendations for submission to the Board of Directors, and monitor grantee progress toward mutually established goals
- Nurture and strengthen collaborative, supportive relationships with relevant nonprofits, partner organizations, community leaders and funders, as appropriate
• Stay current on issues and trends that impact the Foundation’s work in support of pollinators, including conducting research projects and representing the Foundation at meetings, forums, and public presentations, as assigned
• Proactively participate in the regular review and improvement of the Foundation’s grantmaking and related procedures
• Other duties as assigned

Qualifications
• A genuine interest in pollinators
• Five or more years of relevant work experience
• Excellent written and oral communication skills
• Intellectual agility; the ability to analyze, think critically, and solve problems creatively
• A strong work ethic; a “doer” with a high degree of initiative and energy
• Excellent organizational skills with a proven ability to prioritize work, manage time and multiple priorities, and meet deadlines with attention to detail and accuracy
• Deeply relational; a good listener who is inquisitive, reflective, and interested in developing meaningful professional relationships with grantees, colleagues, and other stakeholders
• Proven capacity to work successfully as part of a team, as well as independently with reliability, good judgement, and productivity
• A committed team player with a willingness to help where needed
• The highest levels of personal and professional integrity and confidentiality
• Discreet, with a demonstrated ability to handle sensitive information effectively and confidentially; a willingness to protect the privacy of the directors and family members
• A positive attitude and a passion for the Foundation’s mission

Salary and Benefits
The Foundation offers a competitive salary and benefits package, including a generous retirement plan and health insurance benefits. Salary will be commensurate with experience. This is a full-time position based in Santa Fe, New Mexico.

How to Apply
Applications will be held in the strictest confidence. To apply, please submit a resume and cover letter describing your interest and qualifications (in PDF format) to hiring@carrollpetrie.org. Please include “Pollinators Program Officer - YOUR NAME” in the subject line. Applications will be accepted until the position is filled. Thank you in advance for your interest and work on this application!