Since 1998 the Marie Lamfrom Charitable Foundation has been advancing and supporting the critical needs of education, arts, and community wellness. As we welcome new and significant growth, we look to further animate a legacy of family, trust, optimism, and urgency in our Pacific Northwest community – activating the unimagined, undreamt, and unrealized through charitable partnerships and grant awarding.

Position Summary

A Program Officer with the Marie Lamfrom Charitable Foundation is responsible for the development, growth, and maintenance of a charitable partnership portfolio focused on education and mentorship, arts and creativity, and health and well-being. The role serves as a communicative bridge between the resources of the Foundation and the community, maintaining a nimble approach to ever present changes in community needs.

Primary Responsibilities:

**Relationship & Portfolio Management**

- Consistently and appropriately counsel, coach, and support organizations through comprehensive partnership cycle, including grant interest, application, decision, reporting, and stewardship
- Organize and/or attend formal and information organizational meetings, site visits, programs, fundraisers, and/or events
- Regularly evaluate, track, and qualify partnerships, including tactful partnership disqualification or termination, as needed
- Demonstrate exceptional judgement, self-awareness, and tact in nonprofit counsel and assessment, fairly, equitably, and professionally evaluating partnerships on the Foundation’s behalf

**Grant Management**

- Facilitate comprehensive grant management process, including the facilitation of organizational interest, correspondence, informational interviewing, application, investigation, award, and reporting
- In consultation with Strategic Partnership colleagues, Director, and President, manage ongoing monthly award budget, including the facilitated increase, reduction, or adjustment to proposed grant funding as determined by monthly and/or annual budget allowances
- Process, evaluate, amend (as needed), synthesize, and present (in collaboration with Director and President) comprehensive grant proposal summaries to the Board each month

**Collaboration**

- Prioritize shared excellence across team, leveraging knowledge and expertise to support colleagues, develop peer competencies, and position self and others for success
• Collaborate often with other Strategic Partnerships team on proposal assessment, evaluation strategy, procedural improvements, research, and policy recommendations
• Shares best practices, ideas, suggestions, and solutions with team members, supervisors, and board members, as appropriate.
• Works in close collaboration with Foundation leadership, especially Director of Team Operations and President
• Facilitate collaboration between foundations, organizations, and/or organizational representatives to yield greater impact.

Learning & Subject Matter Expertise

• Regularly identify best practices, trends, innovative solutions, and/or critical needs relevant to priority and affected communities
• Identify, engage, and develop relationship with field/content experts/professionals to build knowledge, develop think tanks, support organizations with useful/desirable learning and development resources
• Present new industry trends, priorities, concerns, and/or opportunities bi-monthly to Director and team, including to President, CEO, and board members when appropriate

Other Duties & Responsibilities

• Travel (regional) for organizational site visits
• Attend conferences and participate in regional membership associations in alignment with area of expertise
• Attend weekly all-staff and supervisor meetings as well as monthly trustee meeting
• Respectfully take direction from management
• Remain flexible in an ever-changing environment and willing to engage in the process of developing the structure and vision of the Organization
• Be able to learn and continue to build upon foundation of knowledge to become an expert in field

Desired Experience:

• mission-driven team player
• has bachelor’s degree from four-year college or university; master’s degree preferred
• experience in diverse, intercultural environments
• experience working/volunteering with non-profit organizations
• experience w/ fundraising and/or fundraising strategies
Position Classification:

Position: Program Officer
Area Assignment: To Be Determined
Department: Strategic Partnerships / Programs
Supervisor: Director, Team Operations
Base Compensation: $114,624
Compensation Range: $114,624 - $128,378
Employee Status: Exempt

How to apply:
For consideration, please email your resume and a cover letter to careers@marielamfrom.org as a PDF. Application review begins September 26, 2022.
In addition to medical, dental, vision, and life insurance, we are excited to offer competitive paid time off policy, telecommuting options, 401k and charitable gift matching options. You can learn more about these benefits at www.marielamform.com/careers.
We are an EEO employer. For more information about us, please visit: www.marielamform.org

This position is based in Wilsonville, OR and is eligible to work remotely on Mondays and Fridays.