



THE SPARTANBURG COUNTY FOUNDATION
Your Community Foundation

Position Title: Program Officer
Team: Community Leadership
Reports to: Senior Program Officer

Position Summary

The Program Officer is responsible for leading the Foundation's grants management and assisting the Senior Program Officer in implementing the Foundation's community leadership activities. This position assists in setting the annual grantmaking priorities, creates an implementation timeline, serves as lead contact for the Foundation's online grant portal, reviews grants and conducts due diligence, and provides grants management for the Foundation's responsive and proactive grants. Additionally, the Program Officer represents the Foundation in community meetings, and establishes and maintains effective relationships with area not-for-profit organizations and donors. When the need arises, the Program Officer will assist in convening community stakeholders to support local initiatives and participate in collaborative projects.

SPECIFIC RESPONSIBILITIES:

Grantmaking

- Assists the Senior Program Officer in setting grantmaking priorities and ensures that the Foundation's grantmaking strategy is aligned with the mission and strategies of the Foundation.
- Provides clarification of Foundation priorities and grantmaking strategy to grantseekers and grantees.
- Serves as lead contact for the Foundation's online grantmaking portal and provides technical assistance to nonprofits as needed.
- Receives and logs in all proposals (including special conditions), report due dates, grant payments, and any other relevant information into the database.
- Reviews grant applications, conducts due diligence (including site visits), and prepares/presents written and oral analyses of grant applications for Indicators to which they are assigned.
- Prepares award letters, declination letters, and contracts for each grant.
- Processes all payments of responsive and proactive grants.
- Monitors receipt of grant reports, including expenses and revenues, and follow-up with grantees as needed.
- Facilitates the distribution of the President's Discretionary Grants.

- Researches potential funding opportunities for the Foundation and assists with compiling/submitting grant applications.
- Organizes and maintains grant files (both electronic and hard copies).
- Responds to other needs as they arise.

Community Leadership

- Manages all preparations for the Community Leadership Committee meetings: scheduling; preparing an agenda; creating presentations and supporting documents; compiling the meeting packet; obtaining materials from staff; and communications with committee. This also includes preparation of minutes.
- Provides support for the Foundation’s community leadership activities.
- Assists Senior Program Officer in creating the Foundation’s theory of change.
- Leads the planning, implementation, and evaluation of Nonprofit Connect.
- Serves as the lead contact for the Spartanburg Interfaith Alliance and oversees the implementation of a successful program of work.
- Leads as a knowledge source for four of the Community Indicator Areas and proactively stays informed of issues and concerns of importance through written and electronic materials, interviews, community meetings, and computer networks.
- Monitors National Trends, researches and reports on trends and best practices.
- Responds to other needs as they arise.

Community Building

- Represents the Foundation in meetings throughout the community as appropriate to keep abreast of new ideas and developments.
- Identifies and builds relationships with nonprofit organizations to strengthen the Foundation’s reputation as a community knowledge source.
- Works with the Senior Program Officer and Communications Officer in the development and implementation of strategic messaging, briefings, educational forums, and community convenings to build awareness around Spartanburg County’s most critical indicators, inform decision-making, and promote collaborative action.
- Provides information and referrals to local groups to improve the Spartanburg community.
- Responds to other needs as they arise.

JOB SPECIFICATIONS

1. Four year college or university degree with major course work in an appropriate discipline.
2. Five years of experience in the not-for-profit sector preferred and extensive knowledge of the best practices and policies for grantmaking. Additionally, knowledge of policy development, grant process and management, financial management, human behavior and group process is necessary.
3. Should have knowledge of the history and cultural background of the local communities plus the building of trust and strategic alliances across diverse differences.

4. Must have strong interpersonal skills and the ability to collaborate and work effectively with others of divergent views and individual strengths. Must have the ability to be convincing and motivational when working with others.
5. Computer literacy with proficiency in Foundation's software programs is essential to track grants, send payments and award contracts.
6. The ability to express ideas clearly in both written and oral communication. The use of networking is essential.
7. Demonstrated ability to work autonomously and manage multiple tasks simultaneously and mobilize and use outside resources. Ability to work effectively with corporate and community leaders. Requires strong leadership skills including organizational and human resources management.

Reviewed: _____

Incumbent	Date
Supervisor	Date