

The Community Foundation of the Dan River Region

TITLE: Program Officer

REPORTS TO: Executive Director

POSITION DESCRIPTION:

The Program Officer will oversee the grantmaking activities of CFDRR and provide direction and support to the Foundation's grantmaking and scholarship programs, according to the policies, procedures, goals, and objectives established by the Board of Directors. In addition, the Program Officer will play a major role in CFDRR's outreach and development efforts.

DUTIES:

- Review and qualify proposals through written materials, site visits and interviews with other funders and relevant agencies.
- Prepare and present written and oral analyses of grant and scholarship requests for foundation staff, board, donors, and or committee members.
- Work directly with grantseekers to provide clarification of Foundation priorities, direction regarding application procedures, and feedback on proposals.
- Monitor grants, including the production of grant agreements, progress reports, payment requests, and other related correspondence and meetings with grantees.
- Conduct research on issues or concerns of importance to the Foundation through written materials, interviews, community meetings, or other useful vehicles. Present findings in written and oral formats.
- Manage and facilitate special projects as requested for the Foundation, ensuring a thoughtful and reasonable process, timely preparation and coordination of key activities and materials for committees.
- Participate in activities of the philanthropic field to enhance The Community Foundation operations, as well as those of the field.
- Work with Foundation donors and prospects to develop their giving programs and provide regular reports on programs the donors have supported.
- Work as a member of multidisciplinary teams to ensure the effective and efficient operations of the Foundation.
- Other duties as assigned by the Board of Directors and/or President.

QUALIFICATIONS:

- Bachelor's degree or higher preferred.
- Prior experience with non-profit organizations.
- Excellent oral and written communication skills.
- Excellent computer skills.
- Mature judgment.
- Strong organizational skills and attention to detail.
- Demonstrated ability to meet deadlines and work independently toward Foundation's goals.
- Ability to work effectively with people from a broad range of backgrounds, particularly with volunteers, major donors, and the not-for-profit community; and to work effectively with groups.