



541 Loyal Street, Danville, VA 24541
434-793-0884 www.cfdr.org

TITLE: **Program Officer**
(Full Time Position)

REPORTS TO: **Executive Director**

SALARY RANGE: **\$25,000 - \$32,000**

The Program Officer will oversee the grantmaking activities of CFDRR and provide direction and support to the Foundation's 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.

SCHOLARSHIP AND GRANT DUTIES:

- Review and qualify grant 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.

SPECIAL PROJECT DUTIES:

(This position will dedicate 30% of staff time to provide support services to the Dan River Region Collaborative through September 2013.)

- 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.
- Provide administrative support to the Dan River Region Collaborative. This may include assisting with: purchase order requisitions, budget accounting (tracking revenue and allocating expenditures), meeting/travel logistics, budget reporting, Internet research, meeting minutes, maintenance of records, and supporting the workforce partnerships.

GENERAL FOUNDATION SUPPORT:

- 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.

DESIRED QUALIFICATIONS:

The successful candidate will have strong organizational skills, and excellent written and verbal communication skills. Proficiency in Microsoft Word, Excel and PowerPoint needed.

Bachelor's degree and three years business or nonprofit experience preferred. Preferred candidate will be self-motivated with an ability to identify work items that would benefit the Foundation and the Collaborative.

TO APPLY:

Please email cover letter, resume, and reference list (minimum of two) to info@cfdr.org by **February 29, 2012**. EOE.