



NEW HAMPSHIRE
CHARITABLE FOUNDATION

Senior Program Officer

Date of Last Revision: 1-19-17

Title Group: Officer

- advances the vision and achieves community impact through grantmaking
- has no responsibilities for performance management of staff

Department: Community Impact
Status: Full-time | Exempt

Reports To: Director of Grantmaking

Position Summary

Primarily Advances Strategic Goal: B – Increased Community Impact

The Senior Program Officer is responsible for advancing the Foundation's vision and achieving community impact through effective grantmaking, managing grant programs, advancing Foundation initiatives, and informing donor-advised grantmaking. Senior Program Officers also develop and share community knowledge with staff, donors, regional advisors, and community leaders. This position is focused on the Monadnock Region; with an additional focus on Workforce and Economic Development as a specific issue area. Other regions or issue areas may be assigned over time. The position is based in or near the Monadnock Region, with part-time presence in the Concord office expected.

Essential Job Functions and Responsibilities

Grantmaking and Community Knowledge

- Manages and oversees grant programs and distribution of funds for assigned region and issue area(s), and related work.
- Acquires and shares knowledge in assigned issue and geographic area(s) with staff, donors, prospects, and community leaders to inform grantmaking, grantee practice, and Foundation initiatives
- Reviews concept papers and applications; recommends funding; responds to other funding requests
- Proactively identifies grant opportunities and invites applications for special purpose funds/initiatives or to advance the mission.
- Monitors and reports back to donors, board members, Philanthropy staff, and other stakeholders on grant outcomes
- Oversees the work of regional and other grant committees, including guiding volunteer grant review and serving as the community knowledge resource

Informing Donor-advised Grantmaking

- Advises donors and staff on community needs, effective nonprofits, best practices, and grantmaking opportunities in assigned issue area(s) and geography
- Provides grantmaking advice, including annual grantmaking plans, for assigned donors; works with Philanthropy staff to support increased donor engagement and giving
- Responds to individual donor and staff inquiries in a timely manner, and provides information about community activities relevant to donor's areas of interest

- Participates in intentional, relationship-based activities to deepen donors' engagement in the work of the Foundation, in coordination with Philanthropy staff

Providing Community Leadership on Foundation initiatives and priorities

- Serves as the Foundation's representative on community issues and needs for assigned region(s) and issue areas.
- Leads and supports Foundation initiatives as assigned, including the education and career pathways strategy of the New Hampshire Tomorrow initiative by leveraging expertise in Workforce and Economic Development issue area.
- Establishes and maintains relationships with key nonprofit, grantee, and community leaders as relevant to advance Foundation initiatives and grantmaking
- Participates as member of assigned regional team to support the community impact work of the Regional Advisory Board (grantmaking, board meetings, nominations, site visits, etc.)

Other

- Performs other duties as assigned

Essential Knowledge, Skills, and Attributes

- Belief in the mission and vision of the New Hampshire Charitable Foundation
- Excellent interpersonal and relationship management skills; demonstrated ability to interact well and respect a diverse range of people, experiences, and constituencies
- Knowledge of Monadnock region community needs and nonprofits (or positioned to acquire that knowledge)
- Knowledge and/or experience in workforce development, economic development, or community development finance a plus
- Broad understanding of equity issues and philanthropy's role in advancing equity
- Ability to handle sensitive and confidential information with discretion and judgment
- Ability to be self-directed, as well as succeed and thrive in a collaborative team environment
- Ability to lead, inspire and motivate others, and assume leadership on a team when appropriate
- Effective written and verbal communication skills, including active listening, and public speaking
- Ability to work comfortably in a fast-paced environment
- Ability to organize multiple tasks/projects, as well as prioritizing tasks within projects and delegating when appropriate
- Intellectual curiosity and ability to present complex ideas and analysis of ideas

Job Characteristics

- This position is based in a home office preferably in the Monadnock region; with at least one day a week in Concord office required, to vary depending on work needs
- Night and/or weekend work may be required
- Travel throughout assigned region(s) and around the state required on a regular basis; may require travel to conferences with overnight travel possible

Essential Qualifications

- Four-year degree, or equivalent combination of education and experience
- Public sector experience required, such as nonprofit program or board experience
- Strong computer skills, including use of Microsoft Office tools, web-based tools, databases
- Valid driver's license

Organizational Life

- Participates in the Foundation's organizational life, including department management, improvement teams, and events as required
- Positively demonstrates the values and contributes to the culture of the Foundation
- Demonstrates a commitment to community and the well-being of New Hampshire
- Interacts professionally with other employees and external stakeholders
- Works effectively as a team contributor on all assignments
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive work environment

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.