



NEW HAMPSHIRE
CHARITABLE FOUNDATION

Senior Program Officer

Date of Last Revision: 04-02-18

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: 1 – 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 Upper Valley and North Country regions and on specific issue areas as assigned. This position is based in these regions, with part time presence in the Concord office.

Essential Job Functions and Responsibilities

Grantmaking

- Manages and oversees grant programs and distribution of funds in assigned regions and for statewide grantmaking as assigned.
- 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, through various media, on community needs, quality nonprofits, best practices, and grantmaking opportunities in assigned issue area and geography
- Provides grantmaking advice, including annual grantmaking plans, for assigned donors with capacity and affinity with Foundation mission; strategizes with Philanthropy staff to support increased donor engagement and giving
- Responds to donor inquiries (and those of staff on behalf of donors) in a timely manner; provides information about community activities and other information relevant to their areas of interest or grantmaking
- Participates in intentional, relationship-based activities, in coordination with Philanthropy staff, to deepen engagement of donors in the work of the Foundation

Providing Community Leadership on Foundation initiatives and priorities

- Leads and supports Foundation initiatives as prioritized by Foundation leadership, focusing time on activities that advance named initiatives or priority areas of the vision statement
- Establishes and maintains relationships with key nonprofit, grantee, and community leaders as relevant to advance Foundation initiatives and vision
- Participates as member of assigned regional team to support the work of the Regional Advisory Board (board meetings, nominations, site visits, etc.)

Developing and Sharing Community Knowledge

- Acquires, maintains, and shares knowledge in assigned vision area and geographic area with staff, donors, prospects, and community leaders as needed to inform grantmaking, grantee practice, and Foundation initiatives
- Serves as the Foundation's representative on community issues and needs for assigned geographic and vision areas

Other

- Performs other duties as assigned

Essential Knowledge, Skills, and Attributes

- Excellent relationship management skills and ability to engender trust
- 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 a leadership role on a team when appropriate
- Effective written and verbal communication skills, including active listening
- Effective public speaking and group presentation skills
- Ability to delegate tasks or projects when appropriate
- Ability to work comfortably in a fast-paced environment
- Ability to organize multiple tasks/projects, as well as prioritize tasks within projects
- Intellectual curiosity and ability to present complex ideas and analysis of ideas
- Belief in the mission and purpose of the New Hampshire Charitable Foundation
- Broad understanding of equity and social justice issues

Job Characteristics

- This position could be based either in the Foundation's Hanover office or in a home office in the North Country region; with a few days per month in Concord office required, to vary depending on work needs
- Night and/or weekend work may be required
- Travel throughout assigned regions and around the state required on a regular basis; may require travel to conferences with overnight travel possible

Essential Qualifications

- A combination of education and experience equivalent to the needs of the role
- Public sector experience required, such as nonprofit program or board experience
- Strong computer skills, including email, word processing, spreadsheets, Internet, and 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.