



NEW HAMPSHIRE
CHARITABLE FOUNDATION

Senior Program Officer – Environment and Piscataqua Region

Date of Last Revision: 04/09/2019

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: 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 environmental grantmaking and leadership, as well as regional grantmaking in the Piscataqua Region, in partnership with other Piscataqua grantmaking staff. The position is based in Portsmouth with regular and frequent presence in the Concord office and statewide travel required. Residence in or near the Seacoast Region of NH is required.

Essential Job Functions and Responsibilities

Grantmaking

- Reviews, recommends and implements the Environmental portfolio grantmaking strategy to achieve the greatest impact including proactively identifying and evaluating grant or partnership opportunities and presenting strategic recommendations.
- Oversees regional community grantmaking in the Piscataqua Region and other assigned areas, working closely with other Piscataqua grantmaking staff.
 - Manages and oversees selected grant programs and distribution of assigned funds
 - Reviews concept papers and applications; recommends funding; responds to funding requests.
 - Monitors and reports on grant outcomes to staff, donors as requested, and other stakeholders
- Oversees the work of regional and other grant committees, including guiding volunteer grant review and serving as a community knowledge resource.
- Establishes and maintains relationships with key nonprofit, grantee, and community leaders.

Providing Community Leadership - Environmental Portfolio and other priorities

- Provides leadership and oversees external relations on environmental issues to advance the goals of the Foundation's Environmental Portfolio including environmental protection, land conservation, and energy and climate change.

- Works directly at the community level to meaningfully engage individuals and stakeholders in the development and implementation of programs responding to community need, with a focus on programs addressing environmental and health hazards.
- Serves as the Foundation's representative on needs and issues related to the environment and other areas as requested, in partnership with other staff.

Informing Donor-advised Grantmaking

- Provides grantmaking advice and planning, and responds to staff and donor inquiries, working with Philanthropy staff to increase donor engagement and giving with a specific focus on environmental grantmaking and grantmaking in the Piscataqua region.
- Reviews grant applications and advises on community needs, quality nonprofits, best practices, and grantmaking opportunities in the environment, and on Piscataqua region as assigned and in partnership with other grantmaking staff, and in other assigned areas.

Developing and Sharing Community Knowledge

- Acquires and shares community knowledge with staff, donors, prospects, and community leaders on environmental issues, Piscataqua community needs, and other assigned areas to inform grantmaking, grantee practice and Foundation initiatives, or to provide content for Foundation materials and events as needed;

Other

- Works closely with Senior Philanthropy Advisor to develop and support the work of the Piscataqua Regional Advisory Board.
- 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 with and respect a diverse range of people, experiences, and constituencies
- Knowledge and/or experience in environmental protection, land conservation, environmental justice, and/or sustainable energy and climate change
- Knowledge and/or experience with intentional and meaningful involvement of individuals and communities in the development and implementation of programs and/or policies that affect them
- Understanding of and experience with the nonprofit sector
- Knowledge of Piscataqua region community needs and nonprofits [or positioned to acquire that knowledge]
- Broad understanding of equity and social justice 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 the Piscataqua region; with several 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 occasional overnight travel

Essential Qualifications

- A combination of education and experience equivalent to the needs of the role
- Nonprofit experience required, such as nonprofit program, significant volunteer or board experience
- Specific experience with environmentally related programs and policies, with experience in energy policy, marine science, conservation, climate change or environmental justice a plus
- 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.