



Program Officer-Grantmaking and Community Engagement

Date of Last Revision: 12/18/23

Title Group: Officer

- advances the purpose and values of the Foundation and achieves community impact through grantmaking and community engagement
- has no responsibilities for performance management of staff

Department: Community
Engagement and Impact

Reports to: Director of
Community Engagement

Status: Full-time/Exempt

About the New Hampshire Charitable Foundation

The New Hampshire Charitable Foundation is New Hampshire's statewide community foundation, founded in 1962 by and for the people of New Hampshire.

We are the place where generosity meets the dedication and ingenuity of nonprofits and the potential of New Hampshire students. For six decades, thousands of people have entrusted their charitable resources to the Foundation, creating a perpetual source of philanthropic capital and making it possible for the Foundation to award more than \$60 million in grants and scholarships every year. We have a staff of 54 passionate and dedicated professionals working across the state, and are governed by a highly engaged Board of Directors.

The Foundation's purpose is to make New Hampshire a more just, sustainable and vibrant community where everyone can thrive. Our current strategic plan, [*Together We Thrive*](#), is focused on advancing equity, racial justice, and economic security. That's because when a community can draw on the potential, strength, ingenuity and grace of every person in it, that community will be healthier, happier, more prosperous and a better place to live for all.

Position Summary

The Program Officer is responsible for advancing the Foundation's purpose and achieving equity, racial justice and economic security through community engagement, effective grantmaking, implementing grant programs, and supporting informed donor-advised grantmaking. Program Officers also develop and share community knowledge with staff, donors, and community leaders. The position is statewide and requires regular presence in the Concord office and statewide travel.

Essential Job Functions and Responsibilities:

Community Engagement and Grantmaking

For assigned initiatives or geographic areas:

- Establishes and maintains relationships with nonprofits, grantees, and community members with a focus on the principles of trust, listening and learning and power-sharing

with those affected by the challenges we seek to address and the nonprofits that serve them.

- Serves as contact for nonprofits working in areas other than identified strategic initiatives.
- Provides advice and direction to prospective grantees on developing grant proposals or preparing applications, and conducts follow up with grantees.
- Reviews applications and processes grants; recommends funding for grants. May work on larger or complex grants under the direction of a senior program officer (SPO), initiative director or director.
- Manages grant or other community committees, contributing community and grantmaking knowledge where appropriate.
- Manages assigned grantmaking budgets; may assist with management of larger scale or complex budgets under the direction of an SPO, initiative director or director.
- Manages a portfolio of grantmaking from funds that require special handling, under the direction of the director of grant management.
- Work with directors, initiative directors, SPOs and Donor Engagement and Philanthropy Services (DEPS) in developing and providing community and grant information for donors. May include assisting with the implementation of a statewide grant program to solicit community needs and grant opportunities for donors.

Other

- Performs other duties as assigned.

Essential Knowledge, Skills, and Attributes

- Belief in the purpose and values of the New Hampshire Charitable Foundation.
- Broad understanding of equity and social justice issues and philanthropy's role in advancing equity
- Excellent interpersonal and relationship management skills; demonstrated ability to interact well with and respect a diverse range of people, experiences, and constituencies.
- Prior knowledge of effective grantmaking and/or principles of assessment a plus but not required.
- Ability to understand, communicate with and effectively engage people across cultures.
- Ability to organize multiple tasks/projects, as well as prioritizing tasks within projects and delegating when appropriate
- Effective written and verbal communication skills, including active listening and public speaking.
- Understanding of and experience with the nonprofit sector
- 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 work comfortably in a fast-paced environment.

Job Characteristics

- Can be based in a home office or a shared office environment in Concord, NH. The Foundation requires all staff to be onsite on the first and third Tuesday of each month. Additional onsite time will be required for this role.
- Night and/or weekend work may be required
- Travel 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
- Proficient in Microsoft Office suite of products (Outlook, Word, Excel, Powerpoint, etc)
- 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
- 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 environment

The New Hampshire Charitable Foundation provides equal employment opportunity to all applicants without regard to factors such as race, color, sex, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, military or veteran status or any other characteristic protected by law.

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.