



NEW HAMPSHIRE  
CHARITABLE FOUNDATION

## Program and Student Aid Officer

Date of Last Revision: 06082022

**Title Group:** Officer

- advances the vision and achieves community impact through grantmaking and scholarship awards, community engagement, and community initiatives.
- has no responsibilities for performance management of staff

**Department:** Community Impact  
Strategic Initiatives

**Reports To:** Senior Director of NH Tomorrow and

**Status:** Full-time | Exempt

### Position Summary

Primarily Advances the community goal strategies 1 and 2 – elevating community voices and increasing focus on equity, racial justice, and economic security in grantmaking and scholarships.

The Program and Student Aid Officer is responsible for grantmaking and scholarship awards, community engagement and relationships, and contributing to the management and implementation of Community Impact Department programs in alignment with the Foundation's strategic plan (*Together We Thrive*).

### Essential Job Functions and Responsibilities

#### *Community Impact Grantmaking and Engagement*

For assigned initiatives or geographic regions – initially focused primarily on New Hampshire Tomorrow:

- Reviews concept papers and/or applications and processes grants; recommends funding for grants up to \$10,000, may work on larger or complex grants under the direction of a Senior Program Officer (SPO) or director.
- Provides advice and direction to prospective grantees on developing grant proposals or preparing applications, and conducts follow up with grantees.
- Manages grant or other community committees, contributing community and grantmaking knowledge where appropriate.
- Establishes and maintains relationships with nonprofits, grantees or 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.
- Manages assigned grantmaking budgets; may assist with management of larger scale or complex budgets under the direction of an SPO or director.
- Manages or carries out components of established grant programs; assists with/contributes to the development of grant or community programs with a focus on engaging residents and nonprofits in decision making, guided by the strategic plan.
- Supports SPO, directors, and Development and Philanthropy Services in developing and providing community and grant information for the Foundation's work with donors.
- Performs Community Impact duties on assigned team(s) as directed.

### *Student Aid Application Evaluation and Related Activities:*

- Reviews, evaluates, and scores Student Aid scholarship applications, making awards to selected students from assigned programs
- Organizes assigned scholarship committees, manages committees, and initiates awards based on committee outcomes
- Partners with Student Aid colleagues on proactive assessment to improve student aid systems and programs, implementing changes to applications and/or processes to make operations more effective and efficient, and further the goals of the strategic plan.
- Partners with Student Aid colleagues to allocate discretionary scholarship funds to support various student constituencies and Foundation initiatives
- Partners with Student Aid colleagues to coordinate the documentation of policies and procedures as well as the organization of electronic files
- May oversee a portfolio of assigned scholarship funds.
- Maintains working knowledge of federal and state student aid regulations
- Partners with Student Aid staff and Development and Philanthropy Services to provide scholarship information and giving opportunities, and reports and updates for donors.
- Enters student aid data as needed.

### *Other*

- Performs other duties as assigned

### **Essential Knowledge, Skills, and Attributes**

- Excellent interpersonal and relationship management skills; demonstrated ability to interact well with and respect a diverse range of people, experiences, and constituencies
- Ability to understand, communicate with and effectively engage people across cultures.
- 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
- Excellent judgment and strong critical thinking skills
- Demonstrated curiosity, innovation, and problem solving skills
- Prior knowledge of effective grantmaking and/or principles of assessment a plus but not required.
- Ability to work under deadline pressure and manage competing deadlines
- Manage and complete multiple projects, and establish and act upon organizational priorities
- Ability to be self-directed, as well as work in teams
- Belief in the mission purpose and values of the New Hampshire Charitable Foundation

### **Job Characteristics**

- Under current Covid protocols candidates have the option of working from a home office, or a shared office environment in Concord or Portsmouth, NH. These protocols are subject to change.
- On the ground regular presence in NH communities and in NHCF offices required
- May require long periods of time at a computer
- Occasional evening and/or weekend work may be required
- Occasional travel around the state may be necessary

## Essential Qualifications

- A combination of education and experience equivalent to the needs of the role.
- Proficient in Microsoft Office Suite of products (Outlook, Word, Excel, Powerpoint etc)
- Understanding of networking and internet concepts, along with ability to quickly learn or engage with new technologies that improve efficiency and further the Foundation's mission.
- 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 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.*