



NEW HAMPSHIRE  
CHARITABLE FOUNDATION

**Senior Program Officer**

Date of Last Revision: 06082022

**Title Group:** Officer

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

**Department:** Community Impact

**Reports To:** Director of Grantmaking

**Status:** Full-time | Exempt

Position Summary

Primarily Advances Strategies 1 and 2 – elevating community voices and increasing focus on equity, racial justice, and economic security in grantmaking

The Senior Program Officer is responsible for grantmaking and managing and overseeing Community Impact department programs and community engagement and relationships, in alignment with the Foundation's strategic plan (*Together We Thrive*). This position will specifically oversee the Greater Rochester Community Health Foundation, the Racial Justice Fund, and perform other grantmaking, engagement, and community impact activities.

Essential Job Functions and Responsibilities

*Greater Rochester Community Health Foundation (GRCHF)*

- Provides day-to-day leadership and coordination of work under NHCF's service agreements with GRCHF in the areas of finance and investment, community expertise and engagement, grantmaking and governance and administration.
- Guides the GRCHF board on the development and implementation of GRCHF's community engagement and listening strategies and activities 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.
- Provides direction to the development of GRCHF's grantmaking program, including establishing program priorities, general program parameters, and a plan for evaluation and learning, with a focus on the principles of participatory grantmaking.
- Oversees and implements GRCHF grantmaking program including managing grantmaking budget, reviewing and assessing applications, engaging applicants in grant development, making grants, and overseeing grants and reporting; or managing and supporting these grantmaking activities by community members.
- Establishes and maintains relationships with community leaders and residents in the Greater Rochester Area with a focus on engaging and elevating voices of Strafford County residents.
- Provides training and guidance on grantmaking process and practice to GRCHF grant reviewers.

- Facilitates and coordinates the administration of GRCHF grantmaking and other community investment activities including application development, access to SmartSimple, grant review process.
- Supports and coordinates GRCHF board of directors and the GRCHF Community Advisory Committee, working with Chairs on annual planning for the Board and Committee, ongoing meeting content, agenda development and serving as lead staff at meetings and in-between meeting communications, and related activities.

*Community Impact Grantmaking and Activities:*

For assigned issues and geographic regions:

- Reviews concept papers and/or applications; recommends funding for grants up to \$25,000 and reviews and makes recommendations for larger or more complex grants for approval by the VP of Community Impact, Board of Directors, or according to approval protocol.
- Proactively engages nonprofits and other community partners to develop and advance new strategies and grant or community programs with a focus on engaging residents and nonprofits in decision making, guided by the strategic plan. Implements and manages established grants and grant programs, including engaging consultants and partners and overseeing contracts.
- Serves as lead staff for the Racial Justice Fund and related grantmaking. Brings experience with community engagement and knowledge and understanding of advancing racial justice to support the community team working to develop the fund, and subsequent grant or other investment activities that develop from those recommendations. Oversee and liaise with consultants that may be engaged to provide technical assistance.
- Provides advice and direction to prospective grantees on developing grant proposals or preparing for submitting an application to a grant program.
- 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.
- Performs Community Impact duties on assigned team(s).
- Allocates and manages assigned grantmaking budgets, including large scale and complex budgets for multiple programs.
- Provides grantmaking advice for donors on annual grantmaking at any scale and complexity, including community needs and systems contributing to those needs and the nonprofit landscape. Partners with Development and Philanthropy Services staff to increase donor engagement and giving.

*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.
- 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, in particular with health and healthcare, social service and services affecting health and well being
- Broad understanding of equity and philanthropy's role in advancing equity, racial justice and economic security with specific understanding of and experience with work to advance racial justice.
- Knowledge of Strafford County, NH's community needs and nonprofits [or positioned to acquire that knowledge]
- Prior knowledge of effective grantmaking and/or principles of assessment a plus, but not required.
- 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 and fast-paced environment
- Ability to lead, inspire and motivate others, and assume leadership on a team when appropriate
- Ability to work under deadline pressure and manage competing deadlines
- Manage and complete multiple projects, and establish and act upon organizational priorities
- Effective written and verbal communication skills, including active listening, and public speaking
- Demonstrated curiosity, innovation, and problem solving skills
- Belief in the mission, purpose and values of the NH Charitable Foundation

### **Job Characteristics**

- Residency in Strafford County, NH preferred but not required.
- Under current Covid protocols, candidates have the option of working from a home office, or a shared office environment in Concord, 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
- Night and/or weekend work may be required
- Frequent travel in NH, may require occasional travel to conferences with overnight stays.

### **Essential Qualifications**

- A combination of education and experience equal to the needs of the role.
- Prior significant experience in the nonprofit sector as staff or significant volunteer or board experience, understanding of the structure and workings of nonprofits.
- Demonstrated experience with intentional and meaningful involvement of individuals and communities in the development and implementation of programs and/or policies that affect them
- Demonstrated experience in and understanding of work to advance advance racial justice and equity
- 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.*