



## Senior Programs Officer

### Position Description – November 2021

---

#### Description of Position:

Under the direction of the Director of Engagement, the **Senior Programs Officer** is an integral member of the Engagement team, responsible for implementing, managing, and, at times, designing grantmaking programs for a select portfolio of the Community Foundation grantmaking programs.

This position will work collaboratively with donor services, the programs officer, and communications staff, ensuring grant opportunities are effectively communicated, grant programs are effectively administered, and investments have the desired outcomes intended. This position is an integral part of the SouthCoast Community Foundation team and essential in achieving its organizational goals.

#### Context:

Over the past few years, the Community Foundation has adopted a new strategic plan, invested significantly in improved systems and technology, and increased community engagement. As a result, the role of the Community Foundation as a funder, convener, and community leader has been elevated, especially during the current COVID-19 pandemic, as it has worked to address its economic impact on the region. The Foundation has also committed to addressing racial inequities that remain a significant obstacle to the health, safety, happiness, and livelihood of communities of color.

The organization manages more than 200 funds ranging in size from \$10,000 to nearly \$9M with total assets in excess of \$50M and awards grants and scholarships, in a typical year, of nearly \$4M. These funds include donor-advised, scholarships, field of interest, fiscal sponsorship, and agency endowments.

Founded in 1995, the Community Foundation proudly serves 41 cities and towns throughout Southeastern Massachusetts.

#### Key Responsibilities:

##### Grants Management Work

1. Act as the relationship manager for a select portfolio of field of interest and other grantmaking programs. Work collaboratively with staff and volunteers to assess community needs, identify nonprofits, and align grantmaking approaches that meet the needs of each fund in the portfolio.

2. Ensure that the assigned funds are managed and implemented in an effective, strategic, impactful manner and in alignment with fundholders' and SouthCoast Community Foundation's expected outcomes. Understand the purpose of each fund assigned, build relationships with nonprofit partners through the grantmaking process, and report on the impact of philanthropic investments.
3. Build relationships with fund advisors and/or grant committees to develop grantmaking programs designed to achieve impact and deliver on best practices, delivering timely grants to nonprofit community partners.
4. Represent the Community Foundation on statewide collaborative committees such as the MA Community Foundation Partnership.
5. Conduct all administrative responsibilities required to create online grant applications and grant reviews, including grant award letters/grant checks, evaluations, reporting, and data collection.

### **Other Responsibilities**

1. Maintain records and complete reports for Massachusetts State and other funds in accordance with current practices. Coordinate with Director of Finance, outside consultants, and auditors. Familiarity with Community Development Block Grants and other State and Federal grant funding programs is a plus.
2. Provide research and support to other initiatives or Community Foundation projects as needed.
3. Act as a professional team member of the staff by offering input and insight as well as performing all assignments and responsibilities deemed necessary by the Director of Engagement.
4. Occasional attendance of Community Foundation events outside work hours.
5. Participate in relevant professional associations.
6. Support other Community Foundation staff as necessary.

### **Minimum Requirements:**

The following education requirements are considered essential:

- A minimum of a bachelor's degree is required.

### **Qualifications:**

- A minimum of 2 years' experience in nonprofit grantmaking, the foundation arena, or related job experience.
- A good sense of humor and strong work ethic. Detail orientated, responsible, energetic, personable, and self-directed.
- Excellent organizational and problem-solving skills: ability to plan workflows manage multiple relationships, deadlines, and projects simultaneously using time and resources effectively.
- Highly proficient with technology; strong computer skills with specific software (MS Word, Excel, and Windows), database management systems, and willingness to learn customized software.
- Knowledgeable about strategic grantmaking models and measuring impact of grantmaking outcomes that leads committees to make effective and strategic grantmaking in alignment with fundholder and SouthCoast Community Foundation values.
- Strong oral and interpersonal skills, including listening, negotiating, and reasoning. Maintain confidentiality of Community Foundation affairs in communications, both written and oral.
- Demonstrated ability to build effective working relationships with diverse personalities, volunteers, and staff with a team approach.
- Accomplished writing ability, including persuasive communication, with clear and concise grammar and vocabulary.
- Exemplary research skills with the ability to deliver insightful reporting to fund advisors.
- Professional maturity is essential. Performance that supports the high standards of service, integrity, and values of the SouthCoast Community Foundation.

## **Compensation and Benefits**

Compensation includes a competitive base salary and an excellent package of health, retirement savings, and other benefits.

**Working Conditions:** Normal office conditions, including support for remote work access.

Please send cover letter, resume, and three references to Kim Heard at [kheard@southcoastcf.org](mailto:kheard@southcoastcf.org).  
Email subject should read: Senior Programs Officer Position

*The SouthCoast Community Foundation is committed to the principles and practices of equal employment opportunity and in compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Foundation ensures equal opportunity to all employees and applicants regardless of race, color,*

*age, gender, sexual orientation, religion, marital status, nation origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status, or liability for service in the United States Armed Forces.*