

The Cape Cod Foundation
POSITION DESCRIPTION

JOB TITLE: Program Officer

INTRODUCTION:

The mission of The Cape Cod Foundation is to build permanent charitable resources for community betterment through informed grantmaking and civic leadership. The Cape Cod Foundation makes a measurable difference in the community by being a source of solutions for donors, providing leadership, and leveraging resources. The Foundation is known as a proactive, high-quality grantmaker that uses its knowledge of the community to support strategic investments that result in meaningful impact and meet the unmet needs of the community.

The Foundation Board of Directors recently adopted a strategic framework for 2020-2022. Essential to the success of plan implementation and the overall goal of advancing our role as a transformational community leader and grantmaker is continuing to build and advance a high-performance culture among staff, Board, and volunteers. Inherent in this goal is the need to provide excellent customer service for our donors and other constituents at all levels of the organization.

PURPOSE:

The Program Officer plays an essential role as the key grantmaking and civic leadership contact for The Cape Cod Foundation in the community. Last year, more than \$5 million in grants was awarded from more than 300 individual funds. In addition to administrative functions necessary to manage grant programs, this position will be the primary relationship manager between the Foundation and local nonprofit organizations.

POSITION TYPE: Part-time (30 hours/week), non-exempt

REPORTS TO: Director of Programs and Donor Services

Please Note: While we are currently working remotely due to COVID-19, we will return to the office once it is safe to do so; while some remote work may be possible, as this is a community-based position, candidates need to be able to work on-site.

DUTIES AND RESPONSIBILITIES:

- **Grant Administration**
 - Ensures timely and effective grants management processes.
 - Develops and maintains all online grant application forms.
 - Conducts all necessary due diligence on grant applications and grant recommendations/distributions from all Foundation funds.
 - Supports grant administration for the Kelley Foundation.
 - Enters and tracks all grant applications, reports, and grant recommendations utilizing the Foundation's software.
 - Supports marketing with dissemination of the grants program information to nonprofit organizations through newsletters, press releases, and website updates.
 - Works in coordination with finance officer to produce grant payments.
 - Prepares grant-related documents, such as award letters, grant agreements, check letters and other correspondence for all programs.
 - Supports multiple grant review committees, staffs/attends committee meetings and records meeting minutes and recommendations.
 - Monitors and evaluates all grants requiring progress reports.

- Provides grant program reports including Board Grant Recommendation Reports and year-end program data analysis to measure impact.
 - Stays informed on philanthropic trends and community needs, relevant data, etc.
 - Builds and maintains nonprofit relationships, including conducting meetings and visits
 - Provides on-going technical assistance and education to potential and successful grantees, including grant presentations as needed
 - Supports CEO and Director of Programs and Donor Services in their work to inform Foundation donors of potential grantmaking opportunities
 - Identifies opportunities for targeted strategic grantmaking.
 - Works on projects related to improving the grantmaking process, such as performing literature/database/ Internet searches, and data/statistical analysis.
- **Community Engagement and Civic Leadership**
 - Acts as an ambassador for the Foundation to elevate our role in the community and develop and sustain long-term relationships with community stakeholders, program partners and nonprofit organizations
 - Coordinates capacity building programs for area nonprofits.
 - Attends and represents the Foundation at various community meetings, collaboratives, and events.
 - Coordinates Foundation's civic leadership activities, such as the Cape & Islands Partnership for Nonprofit Advancement and the youth & philanthropy program.
 - Provides support to the Foundation's strategic partnerships and initiatives.
- **Other duties as required.**

QUALIFICATIONS:

- Detail-oriented, responsible, energetic, personable, self-directed
- Excellent organizational skills; ability to plan workflows, handle multiple tasks simultaneously, manage details, problem solve, and meet deadlines
- Strong oral, written and interpersonal skills
- High degree of personal and professional integrity
- Able to facilitate meetings
- Highly proficient with technology; strong computer skills with specific software (MS Word, Excel, and Windows), database management systems and use of the Internet, and willingness to learn customized foundation software
- Comfortable working with diverse groups of people
- Committed to ongoing professional development
- Nonprofit work experience and knowledge of the Cape Cod community a plus
- Bachelor's degree preferred

The Cape Cod Foundation is an equal opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation in accordance with federal and state law.

To apply: Please send a cover letter expressing your interest and qualifications AND a copy of your current resume by email to: info@capecodfoundation.org. Applications will be accepted until position is filled.