



The Cape Cod Foundation

JOB TITLE: Program Officer, Cohorts and Collaborations

POSITION TYPE: Full-time, non-exempt; Option for 30-37.5 hours

REPORTS TO: Vice President, Impact

SUPERVISES: N/A

POSITION LOCATION: Office of The Cape Cod Foundation, 261 White's Path, Unit 2, South Yarmouth, MA 02664

Please Note: The Cape Cod Foundation provides a hybrid work option for eligible positions, following the 90-day introductory period and contingent upon maintaining good standing. All employees are required to work in the office at least three days per week.

INTRODUCTION:

The mission of The Cape Cod Foundation is to strengthen Cape Cod for current and future generations through thoughtful community leadership and strategic philanthropy. 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 grant maker that uses its knowledge to support strategic investments that result in meaningful impact and meet the unmet needs of the community.

The Foundation Board of Directors has adopted a strategic framework for **2026-2028**. Essential to the success of plan implementation and the overall goal of advancing our role as a transformational community leader and grant maker is continuing to build and promote a high-performance culture among staff, Board, and volunteers. To this end, while we effectively utilize the individual contributions and skills of each team member, we stress a collaborative, multi-departmental approach to achieving our goals and expanding collective impact.

At The Cape Cod Foundation, the role of **Officer** is responsible for research, assessment, decision-making and execution of core projects or work areas aligned with the Foundation's mission. Officers assume responsibility for meeting targets set collaboratively with a director or VP. Program Officers meet independently with stakeholders and can represent their area of work to the community on behalf of the Foundation. Officers are expected to demonstrate strong critical thinking and communication skills and relevant subject-area or industry knowledge. Specifically, the **Program Officer** is highly organized and ethical, builds deep connections with grantees, keeps up with and incorporates new ideas from the field, addresses questions and challenges, and brings a collaborative and learning mindset to the work. Specifically, the **Program Officer, Cohorts & Collaborations**, works on projects that involve shared learning, cohorts, or collaborative actions.

Lead:

- Yearly grantmaking including but not limited to:
 - Grant programs and Specific Fund grants
 - Special grants as outlined in the Grants Workplan for each year.
- Small group cohort-based work for the Catalyst Grants, or other efforts. This may include agenda development, scheduling, planning, and follow up /assessment. Lead cohorts with an eye to the goal of strengthening nonprofits.
- Maintenance of nonprofit and community relationships,
- Development of sector-specific briefing information for use of the entire team.
- Development and participation in webinars/info-session about grant opportunities
- Designing and convening of community meetings, as needed
- Coordination of Youth in Philanthropy project and identification of opportunities to expand its impact
- Identification of themes/needs from nonprofit partners, as well as new opportunities for the Foundation.

- Tracking of key metrics and reporting on trends, learnings and implications. Responding to grant-related phone calls and emails
- Serving as an admirable representative of the Foundation in all endeavors

Collaborate:

- With Foundation staff, Board, and committees on assessment and evaluation of impact across all our program related activities, including regarding our overall objective of “strengthening nonprofits”
- With Foundation staff to maximize understanding and utilization of our grantmaking database/software, ensuring accurate records, understanding best practices, and suggesting new processes or adjustments as required
- With Foundation staff to achieve marketing deadlines and goals
- With Foundation staff on cross-team and cross-organization projects as needed
- With Foundation staff to identify and pursue opportunities for professional development and share relevant learnings

Support:

- Ongoing processes of the Program Team, as assigned
- As a staff evaluator for scholarship or grant processes
- Take on new projects as assigned
- Represent the Foundation at community events as needed
- Attend and represent the organization on external working groups/committees as assigned

QUALIFICATIONS:

The successful candidate will come to this role with a background in program or nonprofit management, community organizing or grantmaking and bring strong relationship-building, communication, and critical thinking skills to the work.

3-5 years’ experience in a nonprofit or similar work setting is required. Demonstrated experience with convening and leading small groups is required. A knowledge of Cape Cod and local nonprofit landscape is a plus.

Additional qualifications include:

- 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 including absolute need to maintain confidentiality on behalf of donors and applicants
- Proficient at meeting facilitation
- 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
- Bachelor’s degree or equivalent experience is preferred.

The Cape Cod Foundation follows an equal opportunity employment policy and employs personnel without regard to race, color, sex, national origin, citizenship, age, religion, creed, disability, familial status, military status, sexual orientation, gender identity, gender expression or any other consideration made unlawful by federal, state, or local 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. Salary range is \$38-41 per hour. Applications will be accepted until position is filled. No phone calls please.