

Program Officer, Grantmaking Initiatives

Position:	Term Limited (5-7 years); Full Time; Exempt
Department:	Program
Reports to:	VP, Program
Supervises:	N/A
Date Reviewed:	May 2021

Summary:

The Program Officer, Grantmaking Initiatives supports the foundation's community responsive grantmaking and works collaboratively with the Program Directors and Officers and foundation partners and consultants in the research, development, implementation, and evaluation of initiatives, special projects and programs across the program department focus areas.

Responsibilities and Expected Outcomes:

- Support the foundation's responsive grantmaking strategy across the various program priority areas. Manage grantmaking applications and write ups. Meet with prospective grantees and prepare monthly detail-oriented formal evaluations of and recommendations for the Board for funding requests to ensure grants are in alignment with Foundation priorities and community needs/opportunities.
- Work in partnership with all Program Directors & Officers to develop and implement strategic priorities (or strategy) for grantmaking to improve outcomes for the Greater Cleveland community by identifying cross-cutting issues and aligning strategies (i.e., Workforce and Economic Development; Youth & Social Services, Neighborhoods, Education and Environment, and Arts & Culture).
- Work collaboratively with Advancement Team to ensure that donor intent best aligns with community needs and serve as technical resource for committee-advised funds and/or supporting organizations.
- Work with the Program Directors & Officers, to participate in, collaborate on certain program(s) or special project(s). The work may include managing volunteer committees and advisory groups; collaborating with other funders and entities; designing and implementing processes and events; define appropriate outcomes; developing effective evaluation methodologies to measure outcomes; etc.
- Leverage local and national philanthropy as well as other forms of capital, including program related investments and social impact investments to advance opportunities that promote equitable access for priority focus areas.
- Identify opportunities to advance the priority focus areas in consultation with Foundation stakeholders, grantees and the community and position the Foundation for leadership, investment, and impact in identified areas.
- Monitor various sectors to remain abreast of best practices, sector trends, and policy implications shaping selected priority areas. Capture and disseminate information and prepare thoughtful research and analyses on a

variety of topics and organizations to promote a deeper sense of awareness of issues impacting Greater Cleveland amongst Foundation stakeholders (staff, board, donors, Greater Cleveland Community).

- Actively participate in relevant affinity and professional groups to confirm standing as a thought leader to serve as a knowledgeable resource on topics related to Foundation to the community. Provide effective communication to inform the Greater Cleveland area non-profit community through in-person presentations, written work, and online forums.
- Develop collaborative relationships with a diverse cross-section of multi-sector agencies and leaders. Provide information and technical assistance to grant seekers concerning grantmaking policies and procedures, additional funding opportunities, and emerging research to ensure a well-informed non-profit community within the region.

Essential Qualifications, Credentials and Technical Skills required:

The successful candidate must possess the following professional qualifications and skills:

- A minimum of a bachelor's degree and five to seven years of experience in mid-level position in the not-for-profit sector with demonstrated accomplishment. Master's Degree preferred.
- Ability to scan large quantities of data and extract relevant themes. Strong analytical skills (financial and programmatic) and the ability to draw conclusions, synthesize information, communicate complex data, and make sound recommendations.
- Exceptional communication and facilitation skills with the ability to initiate and lead conversations in the examination and interpretation of data to make decisions and move to action.
- Ability to assess proposals for compatibility with Foundation's program priorities and/or restricted fund availability.
- Experience working as part of a multidisciplinary team and working effectively with persons and communities from diverse cultural, social, and ethnic backgrounds. The ability to work in a complex environment requiring significant collaboration.
- Interest in supporting and promoting diversity, equity and inclusion efforts internally and in the community.
- Strong planning and organizational skills, with the ability to think strategically in the design and execution of programs.
- Demonstrated effectiveness in written and oral communication. The ability to present complex issues to a variety of audiences. Ability to handle sensitive and confidential information in tactful and respectful manner.
- Proficient with MS Office and knowledge of database software.
- Familiarity with Cleveland and its nonprofit sector.
- Desire to continually acquire new skills and knowledge and share it with colleagues.
- Ability to operate in fast-paced environment and prioritize work to consistently meet deadlines.

APPLICATION PROCESS:

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an exceptional benefits package including medical, dental, vision, life and disability coverage, a comprehensive wellness program, a fully vested 403(b) retirement plan and three weeks of vacation the first year of service, prorated based on date of hire. **If you are interested in applying for this position, please submit your resume and cover letter [by clicking here](#) by June 7, 2021. We regret that we cannot respond personally to each applicant.**

Note: The Cleveland Foundation is currently working remotely until such time a determination is made to safely return to the office.