

## PROGRAM OFFICER POSITION DESCRIPTION

### Position Information

**Title:** Program Officer

**Department:** Grant Department

**Supervisor:** Chief Grants Officer

**Updated:** December 2024

### Position Summary

The Program Officer supports the grant department's due diligence and impact functions through the review of grant requests and grant reports and makes key recommendations to guide the Board of Trustees to pursue the Foundation's mission. Responsibilities include grant request due diligence, monitoring, relationship management, and learning functions.

### Position Duties

#### **DUE DILIGENCE & RELATIONSHIP MANAGEMENT FUNCTIONS (50%)**

Support the Chief Grants Officer in implementing the Foundation's grant program through:

- Serving as lead on a portion of the grant program areas.
- Undertaking proposal review and due diligence functions of the grantmaking process.
- Making funding recommendations to the Board of Trustees in line with the Foundation's mission and strategic plan.
- Monitoring active grants, including reviewing and analyzing submitted grant reports to ensure activities carried out are in line with intended purposes.
- Enhancing applicant and grantee relationships through technical assistance, community connections, and support.

#### **PLANNING & LEARNING FUNCTIONS (25%)**

Support the Foundation's approach to impact, fostering real-time learning and continuous improvement within the Foundation and its grantees through:

- Compiling and analyzing grant data to support strategic planning, learning, and capacity-building goals.
- Conducting issue area assessments and developing memos or reports to inform grantmaking strategy.
- Participating in planning processes to support the Foundation's strategic plan implementation and grant department work plans.

## **ADMINISTRATION & OTHER FUNCTIONS (25%)**

Support the grant department in ensuring high standards of grant administration through:

- Designing and preparing routine and customized reports, data extracts, charts, and written reports to support management's & Trustees' strategic decision-making, department needs, and external use.
- Using grants management system and working with grants staff to modify system functional capabilities, as needed.
- Managing integrity of accurate and organized grants data records and other resources.
- Ensuring adherence to organization policy, legal, IRS, and auditing requirements.
- Effectively communicating internally with Foundation staff and Trustees.
- Effectively communicating externally with applicants, grantees, and other community partners.
- Participating in training and professional development.
- Undertaking special projects as assigned.

## **Position Qualifications**

- 4-year college degree required
- Knowledge of and commitment to Fort Bend County and its residents
- Ability to extract, understand, and analyze data.
- Ability to interpret financial statements to evaluate an organization's financial position.
- Ability to synthesize findings and develop key recommendations to leadership.
- Strong skills using a complex data management system and other computer applications.
- Attention to detail, particularly with a large workload and in a fast-paced environment.
- Strong project management skills, with the ability to multi-task and achieve deadlines.
- Flexibility and willingness to adjust to changing priorities.
- Strong written and verbal communication skills.
- Commitment to diverse communities, customer service, and equitable opportunities
- Ability to represent the organization and its work in a highly competent and professional manner both internally and externally.

**Please email your resume or any questions about the opportunity to Shannan Stavinoha at [sstavinoha@thegeorgefoundation.org](mailto:sstavinoha@thegeorgefoundation.org).**

**POSITION REQUIREMENTS**

Physical Demands					
Lifting			Mobility		
	Not Applicable	✓	Standing		Kneeling
	10 lbs maximum	✓	Walking		Crouching
✓	25 lbs maximum	✓	Sitting		Crawling
	50 lbs maximum	✓	Stooping		Climbing
	100 lbs maximum	✓	Reaching		
Visual					
	Not Applicable				
✓	Extensive Reading (50% or more of work time spent reading.)				
✓	Extensive Computer usage (50% or more of work time viewing VGA monitor.)				
	Close or highly concentrated visual work.				
Audio					
	Not Applicable				
✓	Receive detailed information through verbal communication				
✓	In person				
✓	By telephone				
Personal Demands/Stress					
	Not Applicable		Repetitious Operations		
✓	Overtime	✓	Evenings	✓	Weekends
	Shift work	✓	Stress		
✓	Travel		days per month ____		

**Work Environment:** Office environment with moderate noise.