

**PROGRAM OFFICER**

**Job Description**

**ABOUT THE FOUNDATION:**

Founded in 1984, The Anschutz Foundation (TAF) was created by Philip F. Anschutz as a private charitable foundation. Over almost four decades, the Foundation has given substantially to hundreds of nonprofit organizations primarily concentrated in the Colorado Front Range. The Anschutz Foundation currently makes more than 500 grants annually in focus areas that include Health & Wellness, Human Services, Youth Development & Education, Quality of Life & Development, and Values & Relationships.

**SUMMARY:**

The Foundation is seeking a collaborative and detail-oriented Program Officer, responsible for the grant request administrative process, including paper and online proposals, correspondence, site visits, meetings, tracking, and reporting. Depending on the volume of grant applications, this position shares responsibilities with a coworker, taking the lead on some items and assisting on others. This position reports to the Executive Director and is expected to work from the Foundation’s offices in downtown Denver, CO.

**ESSENTIAL JOB DUTIES:**

* Track and review assigned grant applications submitted for consideration, including financial statements and budgets. Ensure compliance with Foundation policies and IRS requirements; make site visits, as appropriate, prepare written summaries and analysis documents of grant applications to aid grantmaking committee in evaluating and making awards.
* Communicate with grant applicants and grantees and serve as the Foundation’s principal contact with assigned grantees.
* Respond to and manage new inquiries from nonprofit organizations regarding Foundation priorities and processes.
* Understand, implement, and follow grant administration policies and procedures, and effectively communicate these to grantees and staff.
* Develop collaborative, long-term relationships of trust with existing grantees.
* Thoroughly and accurately document all grantee interactions in Blackbaud Grantmaking database system; Manage system updates, report templates, customizations, and trainings.
* Maintain grant files and database to ensure completeness, accuracy, and currency.
* Keep current on issues related to assigned Foundation focus areas and develop field expertise through literature review, contact with social and professional communities and occasional participation in relevant conferences.
* Generate and maintain spreadsheets and reports for pre-meeting and board meetings or when needed.
* Prepare and deliver materials for board meetings, including scheduling and confirming meeting locations and attendees.
* Provide support, when requested, for all foundation activities and complete special projects and assignments as needed.
* Other duties as assigned.

**Knowledge & Experience:**

* A bachelor’s degree and at least 4 years of relevant experience OR equivalent combination of education and experience.
* Experience with non-profit practices, grant administration functions, and knowledge of Denver metro philanthropic landscape a plus.
* Demonstrated experience in reviewing and analyzing nonprofit financial reports.
* Demonstrated experience in maintaining the confidentiality, safety, security, and privacy of the employer.
* Knowledge of non-profit grant tracking systems; knowledge of Blackbaud Grantmaking system a plus.
* Excellent written and oral communication skills, including the ability to create documents at the highest level of writing standards and excellent editing skills.
* Depth of knowledge in one or more of the Foundation’s focus areas a plus.
* Proficient in Microsoft Office, including Word, Excel, and PowerPoint.
* Able to work in a team environment but also independently with limited supervision.
* Able to adapt and respond to changing priorities while meeting established deadlines.
* Must possess a high level of organization, accuracy, attention to detail, and follow-through, particularly with high volumes of information.

**Physical Activity:**

* Able to operate a motor vehicle. Must have valid driver’s license.
* May be required to travel by automobile to grantee locations and meetings. Occasionally by airplane.

**WORKING CONDITIONS:**

* Primarily an office environment, and occasionally in the external environment.
* Business needs may require travel.
* Occasional evening grantee event attendance.

**COMPENSATION**

* The salary range for this position is $60,000-$90,000 commensurate with experience. A generous benefits package is offered, including medical and dental insurance, retirement program, sick and vacation leave, and paid holidays.

**TO APPLY**

The Anschutz Foundation seeks to fill this position with an ideal start date in Q1 2023. All applications should be emailed in a single PDF file to: [info@theanschutzfoundation.org](mailto:info@theanschutzfoundation.org) with “Program Officer Position” in the subject line. Applications should include the following:

* Cover letter detailing the applicant’s match with the position requirements and the motivation to apply for this position
* Resume
* List of three (3) professional references, with contact information, two of whom are/were an immediate supervisor with firsthand knowledge of applicant’s professional abilities (applicant will be notified before references are contacted)

Please, no phone calls or email inquiries.

Applications will be considered on a rolling basis. Candidates must successfully complete a background investigation and reference checks. The Anschutz Foundation is an Equal Opportunity Employer.