



Program Officer

Immediate Supervisor: Director of Community Impact

FLSA Status: Full-time, exempt (36-40 hours per work week)

Date Updated: January 2025

ORGANIZATIONAL SUMMARY

The Community Foundation of Northern Colorado (NoCo Foundation) is a trusted steward and service provider to philanthropists and nonprofit organizations. It is dedicated to creating transformational community impact by inspiring philanthropy and engaging the region. The Foundation does this by serving as a grantmaker, thought leader, neutral convener, and catalyst for strategic community initiatives.

POSITION SUMMARY

Reporting to the Director of Community Impact, the *Program Officer* leads the NoCo Foundation's grantmaking efforts, including scholarships, the Larimer County Community Fund Committees, and disaster fundraising and grantmaking. This position also executes the Foundation's initiatives to strengthen the local nonprofit sector, which includes serving as the fund liaison to several dozen nonprofit fundholders, overseeing the Foundation's capacity-building and training efforts, and leading the Foundation's work as the Northern Colorado champion of Colorado Gives Day.

The Program Officer has a strategic mindset and helps position the Foundation as a key supporter of the nonprofit sector. The Program Officer regularly represents the Foundation in meetings, public presentations, and events with current and potential fundholders, nonprofit agencies, businesses, and community leaders to build trust, awareness, and positive perception of the Community Foundation. This position also facilitates community engagement sessions throughout the region. The Program Officer works as part of the entire staff to advance the Community Foundation's key organizational strategies and priorities.

This is an in-person position, with periodic travel to neighboring communities within Northern Colorado.

PRINCIPLE DUTIES & RESPONSIBILITIES

Grants & Scholarships

- Helps set the strategic vision for the Foundation's grantmaking and scholarship efforts and then manages the implementation of this work. Works closely and seamlessly with other departments to ensure compliance with donor intent.
- Stays current with best practices and trends in the field.
- Serves as the fund liaison and customer service representative to all scholarship fundholders.
- Leads four community volunteer committees who meet four to five times annually to review grant applications. Provides regular Foundation updates to the committees.
- Coordinates among multiple departments to oversee disaster fundraising and grantmaking efforts and ensures the Foundation is prepared for the next regional disaster and/or crisis.
- Serves as the lead contact for nonprofit inquiries, provides excellent and timely customer relations, schedules meetings with partners, donors, and volunteers, leads meetings, and provides post-meeting follow-up as required.
- Manages data entry, tracking, and reporting of grants, payments, reports, and proposals in the Foundation's Grants Management database.

Nonprofit Support

- Manages a portfolio of nonprofit accounts (fundholders). Schedules and attends fund liaison meetings and provides follow-up information with fundholders.
- Manages the Foundation's work to strengthen the nonprofit sector, which includes capacity-building grantmaking and training opportunities.
- Serves as point of contact for Colorado Gives Day and manages the Foundation's role as Northern Colorado Champion.
- Organizes an annual nonprofit celebration each fall.

Community Engagement

- Works with the Director of Community Impact to develop and implement the Foundation's regional convening and Intersections initiative.
- Supports the department Director with logistical support, including scheduling community partner meetings and Foundation Impact Committee meetings, attending meetings, providing technical support, and taking minutes for specific meetings as needed.
- Serves as the liaison to CSU for the Water Literate Leaders program.

PREFERRED QUALIFICATIONS

- 7+ years' progressive experience in nonprofit or foundation work with demonstrated success in grantmaking, community engagement, and relationship management.
- Bachelor's degree or commensurate experience reflective of job responsibilities.
- Ability to work independently and identify new opportunities for the Foundation.
- Track record of establishing relationships based on trust with a diverse spectrum of donors, nonprofit organizations, and community leaders.
- Excellent presentation and facilitation skills, including public speaking and written communications.
- Exceptional attention to detail with strong time-management and organizational skills.
- Ability to analyze and think critically.
- Ability to efficiently manage multiple projects and competing priorities. Ability to work in a fast-paced, team-oriented environment.
- Knowledge of Microsoft Office applications, Adobe Acrobat, and online meeting platforms.
- Ability to occasionally work non-standard hours, including early mornings, evenings, and weekends.

PERSONAL CHARACTERISTICS

- Commitment to serving the community and the mission of the Foundation.
- Embraces the Foundation's values, emphasizing servant leadership, positivity, and trust.
- Unwavering integrity and an extraordinary commitment to confidentiality.
- Strong work ethic and professional image.
- High energy and a positive attitude.
- Comfortable leading groups and representing the organization in public.
- Knowledge about the evolving needs in Northern Colorado.
- Self-starter and creative problem solver who is intrinsically motivated and willing to embrace new work and ideas.

COMPENSATION AND BENEFITS

The salary range for this position is: **\$62,000 - \$75,000**

The Foundation offers a competitive benefits package that includes health, vision, and dental premiums covered at 100% for employees, paid time off, paid holidays, and sick time. A 401K with employer contribution (5%), a health savings account with employer contribution, short, and long-term disability, and life insurance.

For full consideration please apply by 1/15/2025