



COMMUNITY FOUNDATION FOR THE ALLEGHENIES

SERVING BEDFORD, CAMBRIA, SOMERSET, AND INDIANA COUNTIES

Job Opening: Program Officer

Job Title: Program Officer

Supervisor: Executive Director

Hours: 8:30-4:30 M-F, with paid lunch

Location: Foundation office, 216 Franklin St., Johnstown, PA. This is not a work-remote position.

Rate: Full-time with generous benefits; \$45,000 - \$55,000 annual salary depending on experience

Position Overview

We are seeking a Program Officer to implement, in an assist or lead role, the Foundation's grantmaking programs, working closely with the executive director and other program staff.

Core Responsibilities

- Manage grantmaking process for several funding opportunities, including solicitation of applications; due diligence, summarization, and management of meetings for committees; distribution of funds; and final reporting
- Meet with grantees and applicants as needed before, during, and after project implementation to discuss process and opportunities
- Evaluate grant requests including analyzing outcomes, financial data, sources of funding, organization goals and plans, and other relevant information
- Communicate with grantees on a timely and effective basis, seeking and providing information necessary for a high-performing grantmaking process
- Conduct site visits with applicants and grantees, as needed
- Primary contact and administrative responsibilities related to subsidiary projects, including file maintenance, receiving grant funds, tracking projects, approving invoices, final grant reporting, answering general questions, and redirecting to other staff members
- Work to increase effectiveness in grant analysis and evaluation by participating in activities to develop skills and knowledge, including seminars, conferences, and independent study
- Work with Communications Officer to develop and update publicity, as needed
- Write or co-write grant applications, as needed to support grantmaking, maintain relationships with funders, and submit final grant reports for each
- Prepare, present information, and represent CFA and subsidiaries, as needed, for Board meetings, press conferences, grantmaking workshops, and other events
- Participate on external committees, as requested
- Participate in appropriate stakeholder meetings, forums, seminars, and workshops related to community needs, nonprofit capacity building, effective grantmaking, etc.
- Develop and maintain relationships with other foundations and grantmakers

Ideal Candidates

- Candidate must have a valid driver's license and reliable transportation, as the ability to travel within the Foundation's service area is expected, specifically during peak grantmaking cycles.
- Minimum of 3-4 years of relevant experience in nonprofit work, organizational management, grant management, program administration, or related field
- Bachelor's degree preferred (Public Administration, Nonprofit Management, Communications, Environmental Science, or related fields). Relevant experience may be a substitute for formal education.
- Proficient in Microsoft Office and Google Suite, with ability to gain proficiency in foundation-specific software and technology
- Organized with attention to detail
- Strong time management skills and ability to multi-task projects and priorities
- Ability to work independently with minimum supervision
- Ability to analyze, think critically, and explain alternatives clearly
- Ability to remain impartial
- Ability to anticipate needs and ask questions
- Strong written and verbal communication and presentation skills
- Maintain relationships and interact tactfully with significant, diverse, and influential individuals
- Adapt and respond to various situations
- Maintain high level of confidentiality

Other

This is a full-time, exempt position. Full-time employees regularly work at least a 37.5-hour workweek in a business environment. Exempt employees are not entitled to overtime pay. All employees are on an introductory period during their first 90 days of employment. During this time, you will be able to determine if your new job is suitable for you and your supervisor will have an opportunity to evaluate your work performance. The completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

To Apply

Submit one email including cover letter, resume, and three letters of references to Linda Geiser at lgeiser@cfalleghenies.org. Applicants will receive an email confirmation upon receipt of requested materials. **Applications are being accepted immediately.** Potential interview dates for selected candidates will follow shortly.

Our Mission and Vision

We empower everyone in our community to understand how their philanthropy can leave a lasting legacy in our region. We envision an inclusive and engaged culture of philanthropy that grows an abundance of resources that have a perpetual impact in a thriving region.

Our Equity Statement

The Community Foundation for the Alleghenies is committed to working toward a diverse, equitable, and inclusive society, where all individuals feel valued and respected. We are committed to taking a nondiscriminatory approach in our policies and actions, respecting diverse life experiences and heritages, and ensuring that all voices are valued and heard.