



THE SPARTANBURG COUNTY FOUNDATION  
*Your Community Foundation*

Position Title: Program Officer  
Team: Community Leadership  
Reports to: Director of Partnerships and Civic Engagement  
FLSA: Exempt

Position Summary

The Program Officer leads the Foundation's grants management and conducts research to inform the Foundation's program of work. Grant management includes creating an implementation timeline, managing the Foundation's online grant portal, reviewing grant applications, and conducting due diligence. This position leads the planning, implementation, and evaluation of initiatives related to Nonprofit Effectiveness. This position also assists in setting grantmaking priorities and is a collaborative member of the Foundation's team.

Additionally, the Program Officer supports the Foundation's Community Leadership activities, represents the Foundation in community meetings, and establishes and maintains effective relationships with area not-for-profit organizations and key stakeholders. This position is housed in the Robert Hett Chapman III Center for Philanthropy (CFP) on the campus of The Spartanburg County Foundation. When the need arises, the Program Officer will assist in convening community stakeholders to support local initiatives and participate in collaborative projects.

**SPECIFIC RESPONSIBILITIES:**

*Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.*

**Grants Management**

- Leads the Foundation's grants management and ensures accuracy in reporting, etc.
- Manages the Foundation's online grantmaking portal and provides technical assistance to nonprofits as needed.
- Receives and logs in all proposals (including special conditions), report due dates, grant payments, and any other relevant information into the database.
- Reviews grant applications, conducts due diligence (including site visits), and prepares/presents written and oral analyses of grant applications for Community Indicators to which they are assigned.
- Prepares award letters, declination letters, and contracts for each grant.
- Monitors receipt of grant reports, including expenses and revenues, and follow-up with grantees as needed.

*This is not a contract. No information in this document will alter the At-Will Employment Relationship.*

*Program Officer*

*Updated: May 4, 2021*

*Page 1 of 3*

- Organizes and maintains grant files (both electronic and hard copies).
- Assists the Senior Program Officer in setting grantmaking priorities and ensures that the Foundation's grantmaking strategy is aligned with the mission and strategies of the Foundation.
- Research potential funding opportunities for the Foundation and assists with compiling/submitting grant applications.
- Responds to other needs as they arise.

### **Community Leadership**

- Leads the planning, implementation, and evaluation of initiatives related to Nonprofit Effectiveness in collaboration with the Community Leadership Team.
- Manages all preparations for the Community Leadership Committee meetings: preparing and creating presentations and supporting documents; compiling the meeting packet; obtaining materials from staff and other assigned tasks. This also includes assistance with preparation and recording of minutes.
- Leads as a knowledge source for three of the Community Indicator Areas (Public Health, Cultural Vitality, and Natural Environment) and proactively stays informed of issues and concerns of importance through written and electronic materials, interviews, community meetings, and computer networks.
- Monitors and research national trends, funding opportunities, research and reports on funding opportunities, trends, and best practices.
- Responds to other needs as they arise.

### **Community Building**

- Serves as a point of contact and knowledge source for nonprofit and community members gathering in the Center for Philanthropy.
- Works with the Community Leadership Team, Executive Director of the CFP, and Communications Officer in the development and implementation of strategic messaging, briefings, educational forums, and community convenings to build awareness around Spartanburg County's most critical indicators, inform decision-making, and promote collaborative action.
- Identifies and builds relationships with nonprofit organizations to strengthen the Foundation's reputation as a community knowledge source.
- Provides information and referrals to local groups to improve the Spartanburg community.
- Represents the Foundation in meetings throughout the community as appropriate to keep abreast of new ideas and developments.
- Responds to other needs as they arise.

### **JOB SPECIFICATIONS**

1. Four year college or university degree with major course work in an appropriate discipline.

*This is not a contract. No information in this document will alter the At-Will Employment Relationship.*

*Program Officer*

*Updated: May 4, 2021*

*Page 2 of 3*

2. Minimum of five years' experience in the not-for-profit sector required and extensive knowledge of best practices and policies for grantmaking preferred. Additionally, knowledge of strategic planning, grant process and management, financial management, human and group dynamics are necessary.
3. Candidate must be savvy across all technology platforms and able to work in a fast-paced and dynamic work environment.
4. Working knowledge of the history and cultural background of local communities to include the building of trust and strategic alliances across diverse differences.
5. Must have strong interpersonal skills and the ability to collaborate and work effectively with others of divergent views and individual strengths. Must have the ability to be convincing and motivational when working with others.
6. Computer literacy with proficiency in Foundation's software programs is essential to track grants, send payments and award contracts.
7. The ability to express ideas clearly in both written and oral communication. The use of networking is essential.
8. Demonstrated ability to work autonomously and manage multiple tasks simultaneously and mobilize and use outside resources. Ability to work effectively with corporate and community leaders. Requires strong leadership skills including organizational and human resources management.

*The Organization has reviewed this job description to ensure that essential functions and basic duties and responsibilities of this position have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not designed or intended to be construed as a comprehensive listing of the functions, duties and responsibilities or skills and abilities. Employees, at the discretion of The Spartanburg County Foundation, may be required to perform duties not within their job descriptions and as requested at the discretion of management of the Foundation.*

Reviewed: \_\_\_\_\_

Incumbent	Date
_____ Supervisor	_____ Date