



## Program Officer

Position:	Full-Time, Exempt
Department:	Program
Reports to:	Program Director, Neighborhood Revitalization and Community Engagement
Supervises:	Program Assistant, indirectly
Date Revised:	March 2018

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### Summary:

The Program Officer, in collaboration with the Program Director, Neighborhood Revitalization and Community Engagement and other key program staff, provides support for the planning, implementation and management of the foundation's programs focused on neighborhood revitalization and engagement.

### Responsibilities and Expected Outcomes:

- Assist in developing, implementing, managing, collaborating on and/or evaluating specific components of emerging or existing projects, events, partnerships, convenings and/or initiatives in the area of neighborhood revitalization and engagement.
- Support programmatic goals through qualitative and quantitative research of neighborhood conditions locally, regionally, nationally and internationally and identify and recommend best practices. Assist in the evaluation of the measured impact of the foundation's programming in this area.
- In collaboration with program directors and other key staff, serve as spokesperson for individual projects / initiatives; represent the foundation at stakeholder meetings as requested. Evaluate interested parties and recommend level and nature of involvement; communicate and serve as liaison as appropriate; manage project introduction and involvement.
- Work with program directors throughout the grant process including reviewing and writing recommendations and board presentations as assigned.
- Provide technical assistance as needed to grantees and community partners. Manage budgeting, financial reporting, recordkeeping, and regulatory requirements of ongoing initiatives.
- In collaboration with the marketing and communications team, promote foundation and partner efforts and initiatives through social media platforms.
- Work collaboratively in cross-disciplinary teams with foundation colleagues, and solicit expertise as needed to enhance effectiveness of program initiatives.

*Integrity*

*Leadership*

*Innovation*

*Service*

*Learning*

*Partnership*



**Essential Qualifications, Credentials and Technical Skills required:**

- A bachelor's degree and two to three years of experience in program development/management.
- Well versed in community organizing/building and network-centric organizing principles and tactics.
- Demonstrated interest in learning and understanding the social, cultural, and physical landscape of Cleveland's neighborhoods.
- Strong analytical skills (financial and programmatic) and the ability to draw conclusions and make recommendations.
- Experience working effectively as part of a multidisciplinary team and with persons and communities from diverse cultural, social, and ethnic backgrounds. The ability to work in a complex environment requiring significant collaboration.
- Strong planning and organizational skills, with the ability to think strategically in the design and execution of programs.
- Demonstrated effectiveness in written and oral communication. The ability to communicate complex issues to a variety of audiences.
- Fluent in Spanish with familiarity of the local Hispanic community.
- Demonstrated effectiveness in working as an initiator, convener, and collaborator; professional presence that enables effective interaction with colleagues and community leaders.
- Proficient in word processing, spreadsheet, database, and presentation software.
- Familiarity with Cleveland and its nonprofit sector.

***APPLICATION PROCESS:***

Starting salary for this position will be commensurate with the selected candidate's background and experience. The foundation offers an exceptional benefits package including medical, dental, vision, life and disability coverage, a comprehensive wellness program, a fully vested 403(b) retirement plan and three weeks of vacation the first year of service, prorated based on date of hire. If you are interested in applying for this position, please send a resume and cover letter indicating salary requirements to [resumes@clevefdn.org](mailto:resumes@clevefdn.org) **by April 13, 2018**. Candidates selected for the interview process will be contacted around the week of April 16, 2018. ***We regret that we cannot respond personally to each applicant.***

**Our Mission:** to enhance the lives of all residents of Greater Cleveland, now and for generations to come, by working together with our donors to build community endowment, address needs through grantmaking, and provide leadership on key community issues.

**Our Vision:** to use the power of philanthropy to enable Greater Cleveland to be a great and global American city. Together with our donors and partners, we will make innovative, impactful, and internationally recognized contributions to the field of philanthropy.

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