

PROGRAM OFFICER

Position Summary: The Program Officer is part of a team that works closely with community benefit (nonprofit) organizations. This person will have strong technology skills, the ability to administer grants, coordinate and manage scholarships, manage volunteers, serve in a communications capacity, and work as a member of the team to implement all program and community impact activities.

Job Title: Program Officer

Reports to: Director of Programs

Status: Full-time, exempt

Essential Job Duties:

Technical and Grant Administration

- Lead and oversee various grant processes including:
 - creation of application materials
 - update and administer grant programs through Foundant, the Foundation's grant management software
 - volunteer recruitment and review process
 - award letters and contracts
 - pre- and post-grant communications
 - monitor reporting requirements
- In cooperation with Finance, assist with due diligence for the ExtraGive.
- Lead and oversee the Scholarship Program including the announcement, application process, liaison with Scholarship America, award letters, data entry, and coordination with Forever Lancaster department regarding donor communications of award and details.
- Create reports and mail lists from Foundation financial database (iPhi) and Foundant.
- Evaluate funded grantee programs within assigned areas for adherence to internal/external reporting, outcome, and financial requirements.
- Assist in preparing and distributing materials for committee and Board meetings.
- Record meeting minutes when necessary.
- Maintain grantee payment and reporting schedules for assigned areas and conduct appropriate outreach and follow-up.

Communications and Events

- Work with the Communications team to manage web content- ensuring LancFound.org is up-to-date and informative.
- Set up Eventbrite and coordinate invitations for outward facing Program events.
- Act as a liaison with our partner branding firm to coordinate design and production of organizational collateral.
- Respond to routine telephone inquiries and email regarding the Foundation and its programs.
- In coordination with the Communications department, assist with social media posts.

- Represent the Community Foundation at functions and events.
- Support the Program Team in the development, organization, and presentation of new and evolving Community Impact events.
- Publicize impact-related news releases and awards.
- Co-coordinate grant cohort meetings.
- A small team environment requires that everyone help to achieve organizational goals by fulfilling other duties and responsibilities as needed.

Other Requirements

This position requires the ability to devote periods of time to intensely focused office work as well as the ability to transition to outward facing events that frequently require interactive participation. Local travel will necessitate access to reliable transportation.

Qualifications

- Bachelor’s degree in human services, communications, or another related field preferred, but will consider related experience as a substitute.
- Highly organized with proven skills in administration, communications, and project management.
- Strong ability to work to deadlines.
- High comfort level with databases, Microsoft Office products, Adobe products, data entry, and content management, with ability to quickly learn new software.
- Knowledge and understanding of the community benefit (nonprofit) sector or interest in learning.
- Demonstrated ability to build relationships with co-workers and stakeholders.
- Ability to create positive, long-term working relationships with community organizations by demonstrating commitment to the Foundation’s mission and goals.
- Creativity and flexibility in developing approaches and problem solving.
- Ability to work well under minimal supervision by taking initiative, ensuring successful project management and timely completion; ability to maintain quality work standards with a high volume of work.

The description is subject to periodic updating. At management’s discretion, the employee may be assigned different or additional duties from time to time.

Range for this position: \$56-\$68k annually, commensurate with skills and experience.

Send resume and cover letter to HR Department in .docx or .pdf format *only* to jobs@lanfound.org. Questions to jobs@lanfound.org. Deadline to submit materials: 7/26/24. No phone calls please!

The Foundation is an EOE organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

REASONABLE ACCOMODATION: If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Foundation at 717-397-1629 x108, or jobs@lanfound.org. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform essential job functions.