

Program Officer – Pueblo Office

Project Title: Program Officer

Reports to: Vice President

FLSA Status: Exempt

Position Summary

Caring for Colorado is a statewide grantmaking foundation dedicated to improving the health and health care of the people of Colorado. The Packard Foundation Fund for Pueblo, a special fund of the David and Lucile Packard Foundation, provides grants to non-profit organizations that work to support health, environment, culture and arts programming in Pueblo.

Caring for Colorado (CFC) serves as the administrator of the Packard Foundation Fund for Pueblo (PFFP), working in partnership with the David and Lucile Packard Foundation, based in Los Altos, California, to provide grant funds to non-profit organizations with the mission to improve the quality of life of the people in Pueblo.

The Program Officer will support the grantmaking of the PFFP as well as grantmaking in southern and southeastern Colorado for CFC with a special emphasis on Pueblo and surrounding communities.

The Program Officer will help develop, oversee and evaluate a portfolio of grants and provide support to foundation initiatives for PFFP and CFC and will be expected to develop and maintain a variety of networks and relationships in the community. The Program Officer will also be expected to monitor community needs, trends and priorities within Pueblo and surrounding communities of southern Colorado to inform grantmaking.

The Program Officer will work out of the Pueblo office. Regular trips to Denver to meet with Caring for Colorado staff are required.

Essential Duties and Responsibilities:

Serve as a liaison between PFFP, CFC and communities/organizations in Pueblo and southern Colorado

- Assist grantseekers in understanding grantmaking process, priorities and systems
- Communicate funding priorities and opportunities and grant application procedures to applicants
- Respond to questions from grantseekers and grantees
- Help connect partners to other foundations and community resources
- Support a local advisory committee for PFFP to help inform Pueblo grantmaking

Support grantmaking program

- Monitor issues and trends in the foundation's focus areas and provide research support to foundation leadership, including gathering and synthesizing information and data on community issues and topics

- Provide due diligence in reviewing grant proposals including narratives, project plans, financial documentation and supporting materials; assess proposals' fit with the foundation's priorities
- Assess proposed projects/programs in-light of known best practices and/or evidence-based strategies
- Provide clear, concise and insightful written analyses and recommendations for funding
- Prepare and present funding recommendations to team members and advisory committee members
- Monitor grantee progress by reviewing written progress and final reports and through regular engagement with grantee partners
- Support grantmaking processes, ensure appropriate documentation is secured and maintain accurate records in the grants management system

Provide technical assistance

- Assist grantees with issues related to project planning, implementation and evaluation
- Work with unsuccessful applicants to identify any potential areas of fit with the foundation's funding priorities and/or to identify other potential funding sources

Represent the foundation at community and partner meetings

- Support the foundation's efforts to build non-profit capacity by assisting a consultant with the Packard Leaders Forum Program.
- Participate in meetings, workgroups, coalitions and convening to bring new ideas and connections to the foundation
- Engage in the community to maintain strong relationships and networks

Knowledge, Skills, Experience and Abilities

- Commitment to be an enthusiastic member of a cross-functional team and an orientation to support PFFP and CFC in realizing their visions, missions and values
- Personal and professional alignment with PFFP and CFC mission and values
- Broad knowledge of the Pueblo non-profit sector and community needs, assets and opportunities
- Ability to work well with people of diverse backgrounds, perspectives and cultures and a deep commitment to increasing diversity, equity and inclusiveness within foundation and non-profit practices and services
- Excellent organizational skills and attention to detail
- Written and verbal communication skills and customer service orientation
- Intellectually curious and strong interest in learning about a wide array of health, social and community topics
- Organized, self-motivated and proactive
- Willingness to take on new challenges and learn new skills as needed
- Ability to exercise good judgment and solicit help when needed
- Energetic, dependable and flexible with a sense of humor
- Comfortable working independently in a satellite office to the main organization in Denver.
- Ability to manage priorities and workload across two funding strategies (PFFP and CFC's work in southern Colorado)
- Work experience in the health or human services or non-profit sector preferred.

- Experience with underserved and/or culturally marginalized populations preferred.

Education: Bachelor's degree required.

Salary and Work Environment

- Salary range is \$65,000 - \$75,000 and will be based on relevant experience.
- CFC offers a comprehensive benefits package including health insurance, 401K Plan and paid time off.
- Work is based out of the Pueblo office and is generally performed in a normal office environment with standard office equipment.
- The job requires the ability to travel via car, or arrange for such travel, to meet with partners and grantees in Pueblo and other areas in Colorado.
- Travel to Denver at least 2 times per month, with occasional overnight stays, is required.
- Ability to travel to Los Altos, CA for a meeting at Packard Foundation headquarters is required at least once every two years.
- Occasional evening commitments are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job related instructions and perform job related duties as may be reasonably assigned by his/her supervisor.

How to Apply

Prospective candidates must submit the following to be considered for the position:

- 1) Letter of interest
- 2) Resume
- 3) List of three references (email address and telephone number), one of whom is/was an immediate supervisor who has firsthand knowledge of applicant's professional abilities (reference will not be contacted without prior notification to candidates).

Applications must be received by November 3, 2017. Applications should be emailed to Anna Loewen, Executive Assistant, at aloewen@caringforcolorado.org. No phone calls please.

Additional information can be found at www.caringforcolorado.org.

Caring for Colorado is an equal opportunity employer.