



Organization

The Community Foundation of Greater Greensboro is a charitable organization that inspires giving, maximizes opportunities and strengthens communities for present and future generations. With assets of approximately \$300 million and approximately 700 charitable funds under management, the foundation promotes philanthropy by addressing emerging community issues, managing permanent endowments, and collaborating with individuals, families, corporations, private foundations, and nonprofit organizations to achieve their charitable objectives. In 2022, it received \$13.6 million in contributions and granted \$14.9 million. For more information, visit <https://cfigg.org/>.

Position Title: Program Officer – Grants and Initiatives

Reports To: Chief Impact Officer

Position Summary

Working as part of the Grants and Initiatives team, the Program Officer will play a pivotal role in driving our mission to enhance economic opportunities and community well-being in Greensboro, NC. This multifaceted position will lead and oversee our workforce development, affordable housing, and small business initiatives. S/he promotes the mission of the foundation, demonstrates a genuine concern for helping others accomplish their charitable goals, and helps the foundation to reach its leadership and strategic vision. This position will work closely with community partners, evaluate grant proposals, and guide strategies to achieve lasting impact in these areas. Key responsibilities include:

Program Leadership

- Develop and implement strategies for education, workforce development, housing, and small business support programs, including establishment of partner relationships, grant proposal review, grant monitoring, and technical assistance.
- Collaborate with community organizations, government agencies, and stakeholders to identify opportunities for impact.

Grant Management

- Review and evaluate grant proposals, ensuring alignment with our organization's goals and mission.
- Monitor and assess the progress and impact of funded programs, maintaining effective communication with grantees.
- Conduct programmatic and technical research to shape and inform strategic grantmaking efforts.

Data Analysis and Reporting

- Collect and analyze data to measure the effectiveness of initiatives.
- Prepare reports and presentations to communicate program outcomes and insights to stakeholders.



Community Engagement

- Foster strong relationships within the community, attending meetings, and representing the organization at relevant events.
- Identify emerging trends and opportunities in the economic mobility space.
- Provide planning and logistical support for relevant activities.
- Develop and maintain up-to-date knowledge of community needs and opportunities, as well as current trends in the nonprofit community.
- Represent the foundation in community activities.
- Plan and implement community activities including forums, workshops, and information sessions.
- Through community outreach, this person will have extensive interaction with community organizations, volunteers, donors, staff, and others and is responsible for managing these relationships.

Responsibilities

- Source, review, and analyze proposals according to foundation guidelines; conduct site visits; interview potential grantees. Prepare and present analyses of grant requests for foundation committees with guidance from the Chief Impact Officer.
- Manage and monitor project work plans and budgets.
- Work directly with grant seekers to provide technical assistance on clarification of foundation priorities, direction regarding application procedures, and feedback on proposals and other organizational issues.
- Contribute to database of grant information and process grant proposals including verifying for completeness and requesting additional information as needed.
- Lead Housing Committee efforts and any relevant task forces that are developed.
- Coordinate evaluation processes for relevant grants and activities and prepare analysis/evaluation reports for various grantmaking programs.
- Develop recommendations regarding best practices in housing, education, workforce development, and related fields.
- Represent the foundation in community activities, education-related forums, events, workshops, and other civic affairs.

Required Capabilities

- **Professionalism:** Supports the mission, vision, and strategic goals of the foundation to serve both internal and external customers, conducts self in a professional manner, evaluates own performance and assumes responsibility for professional development.
- **Teamwork:** Participates as a team member utilizing a collaborative style to achieve mutual goals, provides proactive, creative cross-functional thinking and ideas to enhance service to customers, demonstrates ability to work effectively with others.



Knowledge, Skills & Attributes

- Bachelor's degree.
- Accuracy and excellent verbal and written communication skills.
- Ability to gain the confidence and respect of donors and professional advisors as well as community foundation colleagues.
- Ability to work effectively one-on-one as well as make effective formal presentations to large groups.
- Excellent conceptual and analytical skills; ability to research and analyze information.
- Good sense of self with demonstrated qualities of integrity, loyalty, discretion, caring and self-motivation.

To Apply

Please send a cover letter and resume/CV to Amber Smith, Grants & Initiatives team, at asmith@cgg.org by November 4, 2024. If you have any questions about this opportunity, please do not hesitate to contact us at the above email address.