Foundation for MetroWest is a philanthropic organization founded in 1995 with a simple philosophy: You can make a world of difference in your own backyard. Our mission is to connect philanthropic opportunity with demonstrated need in MetroWest by promoting philanthropy in the region, help donors maximize the impact of their local giving, serve as a resource for local nonprofit organizations, and enhance the quality of life for all of our residents.

The Foundation is seeking a skilled professional to join its Program Team starting on September 1, 2020.

Title: Program Officer  
Education: Bachelor’s Degree or equivalent professional experience  
Location: Natick, MA  
Job Status: Full-time  
Reports to: Director of Programs

Position Overview:

The Program Officer is a critical team member for the Foundation’s Program team and will work closely with the Director of Programs on all aspects of the Foundation’s program activities and grant making. This role’s primary responsibility will be to oversee the Youth in Philanthropy (YIP) program, while also supporting the Foundation’s additional programs, including the Foundation’s multiple Grant Programs and Center for Philanthropy Education. The Program Officer will be responsible for the following:

Youth in Philanthropy (40%):
- Overseeing the design, implementation, and day-to-day management of YIP, including:
  - Managing all aspects of student recruitment and enrollment
  - Curriculum modifications and updates as needed
  - Designing class schedules, securing space, and managing all program-specific events
  - Overseeing YIP Instructor management, including securing, training, and supporting 8-12 contract instructors annually
  - Teaching or subbing YIP programs as determined
  - Working cohesively with the Marketing department for regular website and collateral updates, including general program marketing as necessary
  - Working collaboratively with Development department to provide regular program updates and outcomes, identify needs and opportunities, etc.
  - Supporting new program development as necessary
  - Representing the Foundation as experts in the field of youth philanthropy education

Grant making (35%)
- Working with the Director of Programs on all Foundation grant programs, including:
  - Ensuring timely and effective grants management processes through Foundant
  - Managing design and communication of grant criteria, applications, and reports
  - Checking and evaluating proposals
  - Supporting multiple grant review committees
  - Building and maintaining nonprofit relationships, including conducting meetings and visits
  - Staying informed on community issues, relevant data, etc.
  - Identifying and attending key community events as necessary
  - Solving problems and adjusting programs as needed to achieve desired results
  - Providing technical assistance and any reporting or data as needed to staff, committee and board members, and applicants
  - Supporting other key funds with grant making efforts as necessary
Other Responsibilities (25%):

- Working with the Director of Programs on efforts related to our Center for Philanthropy Education, including identifying programming and convening opportunities for our nonprofits, municipalities, etc.
- Supporting work related to the Foundation’s Impact MetroWest initiative, including identifying opportunities for community conversations, ways to highlight and address key data and findings, etc.
- Working with donors regarding their philanthropy as identified
- Acting as an ambassador for Foundation for MetroWest to elevate our role in the community and develop and sustain long-term relationships with community stakeholders, program partners and nonprofit organizations
- Supporting development efforts, including funding proposals, donor meetings, and stewardship

Key Skills and Qualifications:

The successful candidate will have a Bachelor's degree or equivalent professional experience and a minimum of 5-7 years’ work experience. He/she/they will demonstrate a deep understanding of the nonprofit sector and will possess exceptional program management, organization and communication skills. Additional qualities include:

- Experience working with or mentoring youth strongly preferred
- Strong public speaking and presentation skills
- Ability to effectively build strong relationships with many different constituents
- Excellent time and project management skills
- Ability to jump in, take initiative, solve problems, get creative, and assess priorities
- Ability to thrive in a fast-paced, entrepreneurial environment
- Notable communication skills, both internally and externally
- Keen conceptual, analytical, and critical thinking skills
- Flexible work schedule (some early morning meetings, and some later evening events)
- Willingness to roll your sleeves up, do the “little things that need to be done”
- Exceptional technology skills
- Self-motivated, detail oriented, focused, ambitious
- Team player and good sense of humor
- Ability to prioritize, juggle multiple projects and meet deadlines
- Grant making or philanthropy experience a plus
- Ideal candidate will live in or have strong ties to the MetroWest community

To apply, please send cover letter, resume and salary requirements to jobs@foundationformetrowest.org. Applications will be accepted until Friday, July 24, 2020.

Foundation for MetroWest offers a competitive salary and benefits, commensurate with experience and skills. Foundation for MetroWest is an equal opportunity employer.