

## **Chief Program Officer Position**

### **OPPORTUNITY**

The Chief Program Officer is responsible for competitive grant making priorities, best practices, and processes to advance the funding goals and interests essential to achieve the Foundation's mission. This individual cultivates and sustains grantee and other community relationships as well as extends the reach of the Foundation by advocacy for people of all abilities.

### **REPORTS TO**

This position reports to the CEO. The Program Officer reports to the Chief Program Officer.

### **ESSENTIAL RESPONSIBILITIES**

1. Direct grant making activities and guide proactive grant making associated with Foundation initiatives in conjunction with the Board, Grants Committee and staff:
  - a. Manage all activities in support of the Grants Committee
  - b. Guide grant making policies, processes, and compliance
  - c. Monitor and evaluate grant fulfillment progress through grantee reports and follow up activities communicating results to the Board and other appropriate audiences
  - d. Oversee grant files and data management activities to track and report funding trends, initiative progress, and grantee history
2. Maintain active relationships and communications with current, future and former grantees.
3. Promote, identify and leverage opportunities for collaboration with community organizations, local leaders and funders as they relate to the Foundation's interests and funding priorities.
4. Represent the Foundation on committees whose interests support the Foundation's work.
5. Stay current on emerging and critical trends in the disability field as they relate to the Foundation's initiatives, philanthropy and the nonprofit community.
6. Assume other roles and special projects as needed to support and enhance the work of the Foundation.

## **REQUIREMENTS**

1. Bachelor's degree in related field; Master's degree preferred.
2. Seven (7) years of successful institutional advancement in not-for-profit development or philanthropy and/or progressive leadership experience in the area of disability services.
3. A demonstrated understanding of the grant application and review process as well as basics of organizational assessments including but not limited to review of budgets, financial information, oversight structure and evaluation of goals.
4. Demonstrated ability to work with leadership group and dynamics of Board communication.
5. Evidence of ability to effectively communicate verbally, in writing, and in professional presentation environment.
6. Ability to relate in a collegial manner with diverse individuals
7. Proficiency and ability to learn and utilize various types of computer-based software such as Microsoft Office and grant management application (Foundant, Excel, Word, PowerPoint)
8. Driven, outgoing self-starter who can work with minimal oversight in a collaborative team environment.

## **ADA REQUIREMENTS**

The individual must be able to:

1. Perceive space, read documents and diagrams and view a computer monitor.
2. Communicate in one-on-one conversation; plan and execute projects; strong presentations of ideas. Group dialog required for communication of plans and concepts.
3. Effectively communicate during group work, for telephone work, for group conversations for planning work.
4. Lift objects up to 15 pounds of weight.
5. Visit and work at other locations and negotiate local and regional travel via conventional transportation.

Submit cover letter and resume to Patti Hays at [phays@awsfoundation.org](mailto:phays@awsfoundation.org)