



PROGRAM OFFICER

The Program Officer reports to and works collaboratively with the Executive Director.

Position Overview: This position is primarily responsible for managing all of the Foundation's grantmaking programs and maintaining relationships with grantees. The program officer also plays a key role in the development and implementation of capacity building programs and being a liaison to other funders.

The Foundation: The McCune Foundation's mission is to be an agent of productive change in society by supporting the growth of social capital in communities. We fund projects that address critical issues in Santa Barbara and Ventura Counties by empowering and mobilizing excluded populations. We seek partners that are "doing with others" rather than "doing for others" – grassroots, bottom-up organizations in which "clients" are the initiators and involved in decision making. Equity and inclusion are core values in the organization and its community work.

Responsibilities:

The Program Officer:

- establishes and maintains relationships with Board, Grants Review Committee, grantees, prospective applicants, and fellow funders.
- manages entire grant process from issuing updated guidelines and deadlines through letters of inquiry, requests for proposals, proposal review, site visits, written reports to the Board, and letters/contracts to applicants. Requests and reviews progress reports. Maintains grant files and database.
- manages other Foundation grants including due diligence for Board and Committee member discretionary grants; training mini-grants; and sponsorship requests.
- provides resources and referrals for grantees and applicants. Assists grantees with identifying other funding sources; coaching needs; networking with other nonprofit/community groups; and creating regional, statewide and national links.
- supports the Executive Director in implementing capacity building programs for grantees, including community organizing trainings and Social Change Academy. Conducts outreach to grantees for these programs and schedules facilities, interpreters, catering, accommodations and local transportation, as needed.
- attends community and grantee events. Participates in trainings and meetings of funder affinity groups and maintains contact with progressive funders. Serves on funder or conference planning committees, as appropriate. From time to time, represents Foundation at the Foundation Roundtable of Santa Barbara County, Ventura County Funders Forum, conferences, and on funder panels.

- translates grants list into Spanish and coordinates with web master for updates after every grant cycle and as needed.
- manages the publication of the annual report, including collecting photos from grantees, writing the content, and working with a translator and a graphic designer.
- manages event planning (facility scheduling and catering) for receptions, board meetings, etc.

Qualifications:

A deep knowledge of and passion for social justice and understanding and dedication to the Foundation's mission of building social capital.

Must be a self-starter and self-directed, able to work both as part of a team and independently, and exercise good judgment and time management.

Must have prior work experience as a community organizer and have fluent speaking and writing capability in the Spanish language.

Familiarity with Ventura and Santa Barbara Counties communities, nonprofit organizations and local resources, is highly desirable.

Demonstrated experience working effectively with individuals from diverse backgrounds. Has a strong personal interest and commitment to working in an inclusive environment that places a high value on equity.

Excellent communication and organizational skills.

Ability to maintain flexible schedule, as necessitated by Foundation schedule, including occasional weekends and evenings.

Proficient in Word, Excel and Access.

Compensation: Salary range is \$75,000-\$85,000

Benefits – Health insurance and retirement plan with employer match.

Vacation – three weeks

11 holidays, 10 sick/personal days

How to Apply: Submit cover letter and resume to claudia@mccunefoundation.org by December 3.