Job Title: Program Officer
Department: Grants and Community Investment
Reports to: Vice President for Grants and Community Impact
Salary Range: $68,000 - $80,000/year

Working at the Vermont Community Foundation

For more than 35 years, the Vermont Community Foundation has served Vermont families through philanthropy and building stronger communities. Our mission—Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont—provides the bedrock for our workplace culture. Our employees are passionate about making a difference every day. We approach our work with curiosity, respect, and integrity and believe in collaboration, equity, and diversity. When you join our team, you and your work will matter.

Position Overview

The role of the Grants and Community Impact team (GCI) is to provide leadership, partnership, and investment strategy at the local, regional, and statewide levels through grants, investments, and community engagement. Each member of the team is expected to understand and contribute to the Community Foundation’s strategies for deploying these three tools towards the Foundation’s larger goal of closing the opportunity gap in Vermont. The GCI team is responsible for tracking, grantee and investee pipeline development, portfolio stewardship, networking activities, and evaluation of the Foundation’s impact. VCF’s grants and community investments enable the Foundation to communicate its mission to new and existing donors, fundholders, and partners and to inspire giving in Vermont.

Specifically, the GCI team is responsible for the deployment and evaluation of resources—grants, mission investing, and program work associated with the Foundation’s lead initiatives—that align with and help to advance solutions to Vermont’s opportunity gap. This framing, and the Foundation’s complex response to the opportunity gap, relies on the excellent skills—both internal evaluative and externally collaborative—of the GCI team. The GCI team has responsibilities related to fulfilling the full lifecycle of portfolio management for Foundation’s flexible grants and/or investments, which include strategic pipeline development, impact measurement, fundholder engagement, and evaluation for future Foundation strategy and design.

The Program Officer will have responsibility for setting strategic stewardship direction for various programs and projects as well as involvement in grantmaking decisions, investing decisions, and fundholder engagement. Initially, this position may include working on programs specific to the mental and behavioral health sector.

Primary Responsibilities

Strategic Pipeline Stewardship Responsibilities:

• Implementation of the strategy and pipeline sourcing of grants and/or investments through the use of Foundation community engagement, data analysis, systems-level learning, and best practices
Collaborative participation in the Foundation’s fundholder engagement strategies; assisting with events, information, site visits, grant sourcing, and communications to better represent Vermont-based work to our funder community

Grantmaking and Investing Responsibilities:

- Strategically deploy both grant awards and community investments, in collaboration with the GCI team, Management team, and Philanthropy team at the Foundation, within the structures, procedures and compliance needs of the Foundation, as well as our guiding strategies and values
- Maintain and uphold collaborative, community-oriented grantmaking based on best practices
- Work directly with specific stakeholder groups: regional and locally based grant committees, co-funding partners, partner organizations, and networks

Impact Measurement and Fundholder Engagement Responsibilities:

- Participate in and help to track the Foundation’s grants and community investments, utilizing the Foundation’s impact measurement framework and frequent evaluation of grantmaking and investing strategies to ensure learning within the Foundation
- Gather, track, and analyze data at statewide, project-based, and lessons-learned levels to better communicate the systems-change work of the opportunity gap
- Consistently work interdepartmentally to provide stories, metrics, and data to communicate impact for donors, fundholders, and partners

In addition, every GCI team member is responsible for:

- Excellent community-based partnerships and engagement to better source and identify projects and initiatives which advance the Foundation’s mission and focus on the opportunity gap
- Excellent external customer service and responsiveness to community partners, statewide audiences, philanthropic partners, and fundholders
- Excellent internal customer service and responsiveness to Community Foundation teams
- Competence with Foundation databases, software, tracking, digital platforms, and project management formats used by the organization

Essential Functions

- Proven track record of creating and implementing strategic programs, systems, and approaches
- Experience and success in convening key stakeholders and building shared vision and momentum
- Ability to engage communities and cross-sector groups around a common agenda
- Ability to engage with the team of Program Officers in collaboration and shared learning
- Creativity and innovation in the use of capital to achieve strategic objectives across sectors
- Leadership skills with stewardship and facilitation experience
- Comfort and ease in diverse social settings
- Ability to follow through on commitments and meet deadlines
- Demonstration of innovative strategic thinking and planning skills
- Development, implementation, and evaluation of integrated processes for effective philanthropy
- Respect for colleagues, donors, and community partners
- Commitment to administering grant programs and funds with an understanding of the role of implicit bias and willingness to learn strategies for identifying and counteracting that bias
Qualifications

- BA/BS degree required
- Minimum of 5 years relevant work experience with experience managing donor relationships as well as project management
- Experience in setting and achieving goals
- Familiarity with grantmaking, either as a recipient or funder, Experience making funding decisions a plus
- Excellent verbal, written, and interpersonal communication skills
- Presentation or public speaking experience
- Commitment to contribute to an inclusive and anti-racist work environment
- Ability to work both independently and with various groups
- Proficiency in Microsoft Word, Excel, PowerPoint
- Familiarity with database management tools

Location

This position may be hybrid, with access to our Middlebury or Burlington office.

Instructions for Applying

Please send your resume and a cover letter to careers@vermontcf.org. Applications will be accepted until the position is filled.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.