Job Description

Part-time Program Officer

A progressive, Berkshire-based family foundation is hiring a half-time program officer to be the foundation’s first professional staff. The foundation is in transition, moving from volunteer to professional staffing. While this is a part-time position, it could become full-time with increased responsibility depending on other transition factors.

The foundation supports grassroots organizations, in many parts of the country, primarily related to environmental issues. Grants are also awarded to alternative media, pro- democracy organizations and some infrastructure groups that help groups connect and provide resources for the grassroots. The foundation holds a deep belief in the intelligence and strategic instincts of grassroots organizations, believing that there has never been a successful movement that did not begin at the grassroots or was sustainable without the buy-in and active embrace/participation of the grassroots. The foundation does not seek the limelight; the new part-time program officer must be comfortable with maintaining a low profile.

The foundation has been in operation for over fifteen years. The new program officer will be working independently much of the time and at others, closely with the founding donor and current director. The demands of the job call for the candidate to be creative, innovative, curious, and flexible, a big picture, systems-thinker, an articulate speaker and writer who is also capable of and comfortable with administrative tasks. Some knowledge of and/or experience with grassroots environmental and social justice organizations as well as organizing and civic engagement are preferred.

The foundation does not have an office, and the program officer will be responsible for maintaining a personal office with needed equipment and technology.

Duties for this position include:

* Manage annual grantmaking on a rolling basis, including:
	+ maintaining electronic information about grantees, such as budgets and tax-exempt documentation;
	+ tracking progress of grantees through web research;
	+ writing and mailing checks with letters describing terms of the funding.
* Seek out and research additional prospective grantees.
* Prepare written materials and recommendations for review by the board; prepare summaries of accomplishments for review by the board.
* Provide written materials to support grantmaking decisions.
* Participate with the director in meetings with prospective grantees.
* Anticipate foundation needs and propose solutions.
* Maintain a personal office with needed office equipment.

Successful candidates will most likely have the following skills and experiences:

* Understanding of and personal experience with environmental issues and organizations.
* Understanding the value of media and communications in advancing progressive causes.
* Excellent research, problem solving, and analytical skills.
* Basic administrative ability including fluency with digital communications and basic computer operations; Excel and word processing are necessary.
* A relaxed and creative approach to setting up new systems.
* Excellent personal communication.
* Strong problem-solving skills.
* Curiosity.
* Understand the value of grassroots organizing in bringing about change.

Compensation:

This part-time staff position includes health benefits proportionate to the percentage of full-time employment and three weeks of vacation time. The Foundation is committed to being a fair employer.

Application deadline is April 30, 2019 for priority consideration, although strong applications will be considered until the position is filled. Candidates interested in applying for this position should send a resume, cover letter and the names and contact information for three references. We will not contact references without prior communication with applicants. If your application is confidential, please indicate that in your cover letter.

Send inquiries and application materials by April 30, 2019 to: Meg Gage at: envirofoundationjob@gmail.com.