



JOB DESCRIPTION

JOB TITLE:

Program Officer- Basic Needs and Special Initiatives

JOB SUMMARY:

The Basic Needs and Special Initiatives Program Officer works as a part of the program team to identify, evaluate, and recommend collaborative programs that meet TGKVF's basic needs and special initiatives funding priorities. In general, TGKVF's basic needs program assists organizations that provide food, clothing, shelter, and utility assistance to our region's most vulnerable residents, including low-income seniors, children, and families as well as the working poor. Special initiatives include projects that may fall outside of the Foundation's traditional grantmaking and priorities, including work with donor advised funds and giving circles, geographic and/or theme-based initiatives, urgent need grants, and other projects as assigned. Any project the Foundation supports through its discretionary grantmaking will work to enhance community wealth.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Works with community groups to develop basic needs-related and special initiative-focused program concepts
- Analyzes, investigates, and critiques grant proposal drafts and complete proposals with creativity and mature judgment
- Conducts grantee site visits in order to provide technical assistance
- Convenes and leads review meetings to evaluate grant proposals
- Represents TGKVF at various community meetings/events
- Travels within TGKVF's six-county service area, which includes Boone, Clay, Fayette, Lincoln, Kanawha, and Putnam counties during the regular execution of duties; out-of-state travel may be necessary for professional development
- Manages grants and processes grant reports
- Gathers and analyzes program evaluation data
- Helps to identify resources and linkages for grantees
- Coordinates events and trainings, including announcements and registration

CONFIDENTIALITY:

Personal information on donors, grantees, customers and staff is to be kept confidentially. Violation of this confidentiality can result in corrective action, up to and including dismissal according to TGKVF policy and procedures.

RESOURCES AND METHODS:

Employee must be proficient at using a Microsoft Windows-based computer and software applications needed to perform duties (Microsoft Word, Excel, Outlook and the Internet). Employee will be trained on grants management software. The individual must be familiar with the following office equipment: copier, fax machine, shredder, and scanner.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORKING CONDITIONS AND ENVIRONMENTAL ISSUES:

The Program Officer must be an excellent face-to-face and telephone communicator. The noise level in the work environment is usually quiet.

KNOWLEDGE, ABILITIES AND SKILLS:

To perform this job successfully, the employee must be able to multi-task and perform each duty satisfactorily.

REPORTING RELATIONSHIPS:

The Program Officer reports to the Senior Program Officer.

REVIEW PROCESS:

Semi-annual and annual reviews will be conducted by the Senior Program Officer.

EDUCATION AND EXPERIENCE:

- Familiarity and expertise in the nonprofit sector, social services, and grantmaking;
- Bachelor's degree in a related field;
- At least three years of employment experience in the nonprofit sector;
- Previous grant experience (e.g. writing, reviewing, scoring, etc.);
- Excellent written and oral communication skills;
- Keen conceptual, analytical, and strategic planning skills

KEY JOB COMPETENCIES:

To perform the job successfully, an individual demonstrates the following competencies:

- **Interpersonal Savvy:** Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably
- **Technical Learning:** Picks up on technical things quickly; can learn skills and knowledge; is good at learning new industry, company, product, or technical knowledge – like internet technology; does well in technical courses and seminars
- **Written and Oral Communications:** Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect; is well-spoken and thoughtful

- **Action Oriented:** Enjoys working hard; is action oriented and full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others
- **Creativity:** Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings
- **Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis
- **Drive For Results:** Can be counted on to exceed goals successfully; is constantly one of the top performers; very bottom line oriented; steadfastly pushes self and others for results
- **Boss Relationships:** Responds and relates well to bosses; would work harder for a good boss; is open to learning from bosses who are good coaches and who provide latitude; likes to learn from those who have been there before; easy to challenge and develop; is comfortably coachable
- **Peer Relationships:** Can quickly find common ground and solve problems for the good of all; can represent his/her own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains trust and support of peers; encourages collaboration; can be candid with peers
- **Self-Development:** Is personally committed to and actively works to continuously improve him/herself; understands that different situation and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits

OTHER DUTIES AND RESPONSIBILITIES:

Any other duties as assigned by supervisor.

DEADLINE TO APPLY:

November 30, 2018

PLEASE SEND COVER LETTER AND RESUME TO JANE POWELL:

jpowell@tgkvf.org