

OUR ORGANIZATION

The [Community Foundation of the Chattahoochee Valley](http://www.cfcv.com), (“CFCV,” mission above) is a \$430-million organization that makes some \$30 million in charitable grants annually from its more than 360 Funds and is housed in the historic former Coca-Cola Bottling Company building, now a central gathering place for philanthropic partnerships. So far in its 28 years of history, CFCV’s pooled investments have generated more than \$240 million in net philanthropic value for its more than 375 charitable Funds. As the premier center for thoughtful philanthropy for people who want to make their Chattahoochee Valley communities better, both during and after their lifetimes, CFCV serves 11 counties in Georgia and one in Alabama.

JOB SUMMARY

The Program Officer supports the grantmaking and programmatic responsibilities of the Community Foundation (CFCV), assisting in the development of strong relationships between the organization and its donors, grantees, nonprofit organizations, and community at large.

The Program Officer will serve on the Program Team, which includes the Vice President, Programs & Administration, and two Program Officers. The position requires a “do whatever it takes” philosophy to practice effective grantmaking, exceed donor expectations, and communicate CFCV’s work.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Together, this growing team will be responsible for serving CFCV fundholders, grantees, and the community by administering:

- CFCV’s weekly grantmaking process, ensuring high levels of industry and legal standards, donor satisfaction, grantee communication, and operational accuracy. This includes performing due diligence and support for grant processing, grantee recordkeeping, and grant correspondence.
 - Enter weekly requests for outgoing grants into CFCV’s Foundant Technologies software system, performing due diligence as needed; process approved donor recommendations for grants
 - Communicate with Fundholders as needed to gather and share grantmaking goals and results
 - Prepare for signature, mail, and file grant correspondence, including that for regular weekly grants and special grant applications
 - Ensure grant reporting that satisfies the needs of donors, staff, board, and organizational reporting requirements
 - Track grantees for required paperwork, conditional requirements, and final reports
- Grantmaking strategies for CFCV’s growing unrestricted grantmaking (in partnership with the CFCV Distributions Committee) and for all other types of Funds that meet the needs of collective and individual donors. This includes – as needed – analyzing community needs and opportunities, designing and distributing applications to achieve specific philanthropic goals, preparing applicant summaries for selection committees, communicating with successful and unsuccessful applicants, and assessing grant performance.

- CFCV's scholarship programs, including designing and distributing applications, preparing applicant summaries for selection committees, communicating with successful and unsuccessful applicants, and facilitating scholarship renewals.
- CFCV's nonprofit capacity-building programs.

In addition, this team:

- Works closely with CFCV staff to share knowledge of community needs and grantmaking opportunities with CFCV donors and Fundholders.
- Coordinates (in partnership with the CFCV staff and board) special programs and other projects that promote awareness of the organization and community philanthropy.
- Oversees the maintenance of a database on local nonprofit organizations and their work.
- Assumes primary responsibility for data maintenance as it relates to grants, grantees, and scholarship recipients in Foundant databases (CSuite, GLM and SLM)

QUALIFICATIONS AND EXPERIENCE

- At least a bachelor's degree, with a minimum of two years of experience in customer service or analysis work
- Successful experience with meticulous database entry and reporting
- Proficiency in Microsoft Office Suite with an eagerness to learn the Foundant Technologies suite of database products
- Knowledge of and commitment to the Chattahoochee Valley and its nonprofit sector a plus
- Proven sound judgment with the highest ethical standards; scrupulously honest
- Demonstrated ability to handle confidential information
- Team-oriented: an ability to work effectively with a range of people and working styles, including high-net-worth individuals, and with people at all organization levels including staff, board members, donors, and vendors
- High level of initiative, with ability to set priorities and manage daily responsibilities efficiently and to high standards
- Experienced problem-solver: curious, with an orientation toward outcomes and continuous improvement and learning
- Able to project an excellent image of CFCV in the community

ADDITIONAL INFORMATION

The Program Officer reports to the Vice President of Programs & Administration and is an FLSA exempt position. While the above describes the nature and level of work to be performed by the person in this position, it is not meant to be an exhaustive list of all responsibilities, duties, and skills required of the job.

TO APPLY

Send cover letter and resume detailing experience. No phone calls or visits, please.

By email: jobs@cfcv.com

Include job title in subject line

By Mail: Community Foundation / Program Officer

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The Community Foundation does not discriminate on the basis of race, color, national or ethnic origin, age, gender, religion, medical condition, veteran status, marital status, sexual orientation or any other characteristic protected by law.