



## Program Officer Job Description

### The Foundation

The Four Friends Foundation is a charitable family foundation that seeks to energize people and communities through creativity, storytelling and artistic expression. The foundation expects to award \$2 million in 2025 to support organizations that create opportunities for young people from under-resourced communities through the arts. Through its **4Youth** grant program, Four Friends helps transform visionary creative youth development organizations by providing them with the resources to tell their remarkable stories and mobilize their stakeholders and supporters. The foundation gives nationally, with a special focus on New York City, Los Angeles and Detroit.

The family foundation is led by a part-time Executive Director and is supported by a part-time Grants Manager and a consulting Strategic Advisor. The family office stewards investments and finances while providing back-office support and critical input on strategy.

### Position Description

The Four Friends Foundation seeks an exceptional Program Officer to serve as a strategic thought partner and provide administrative and operational support for all foundation activities. The Program Officer will report to the Executive Director and work collaboratively with team members to develop and execute grantmaking strategies while personally overseeing foundation grant cycles.

The Program Officer will join at an exciting moment of strategic possibility for Four Friends and will play a pivotal role in shaping its future. We seek a creative and entrepreneurial individual who is ready to enthusiastically join a small start-up team in a virtual office environment where everyone is expected to pitch in as needed.

### Primary Responsibilities:

#### Strategy

Work in partnership with foundation colleagues to develop, implement and evaluate strategies to achieve specific short-term and long-term outcomes. Current strategies in development include the fall 2025 **4Youth** grant cycle, a summer scholarship program, expanding work in Detroit and a strategy to distribute a short documentary for social impact.

#### Grants Management

Serve as grant lead on Four Friends portfolio of grants, overseeing relational, administrative and analytical aspects of grant cycles. Focus areas include sourcing potential new grant partners; serving as primary contact for both new and returning organizations; assisting grant partners in scoping strategic communications proposals; critically reviewing proposals; assisting grant partners with vendor selection; conducting site visits; completing pre-grant review and analysis and designing and implementing evaluation strategies.

#### Communications Vendor Relations

The foundation's grant program supports partnerships between nonprofits and consulting vendors who help build nonprofit organizational capacity, especially in strategic communications. The

Program Officer will identify and vet new vendors and maintain relations with existing vendors, as well as stay up to date on communications resources and best practices.

### Administrative Operations

Administrative tasks include implementing a new grants management tool, scheduling, notetaking on calls, tracking grant progress, data management and collecting/organizing all paperwork with help of back-office support. The Program Officer may plan and attend a cohort gathering of returning grant partners.

### Content Lead

Serve as content expert for Creative Youth Development and nonprofit communications. Participate in conferences, seminars and other professional development activities to enhance expertise and nurture networks. Proactively initiate projects in cooperation with nonprofit organizations, foundations and others with shared interests and goals.

### Qualifications

To fill this role, the Foundation is seeking an innovative and strategic thinker with exceptional relational and organizational skills and a flair for communications.

### Skills and Experience

- 5 or more years of professional experience in philanthropy, ideally with a background in Creative Youth Development and/or communications.
- Exceptional interpersonal skills and ability to work both collaboratively and independently.

- Skilled with using Microsoft products, Google Docs and tools, Calendly, Zoom, CRM system or Grant Management tool.
- Strong project management skills, including prioritization and execution of multiple projects simultaneously.
- Excellent verbal and presentation skills.
- Willingness to travel up to 6 times per year to attend conferences, conduct site visits.
- Attention to detail with proof-reading, data entry, etc.
- Ability to analyze nonprofit budgets, financial statements and balance sheets.

### Characteristics (Attitudes and Mindset)

- Enthusiastic commitment to the foundation's mission, the arts, the field of creative youth development and strategic storytelling.
- Strong work ethic with a proactive problem-solving approach.
- High level of responsiveness.
- Commitment to accuracy in high-volume detail work with competing priorities.
- Ability to maintain the highest levels of confidentiality.
- Innovative, resourceful and conscientious of the organization's values, brand and assets.
- Initiative to support changing needs of the team, comfortable with ambiguity.
- Creative thinker who contributes ideas and seeks feedback/improvement. Growth mindset.
- People person who is skilled at creating and maintaining relationships and comfortable serving in the role as primary contact for many external partners.
- Ability to work with humility with a variety of community and cultural groups, as well as on a variety of important but mundane tasks.

### Compensation

The Program Officer is a salaried employee who will work remotely 40 hours a week. The compensation for this role is expected to range from \$90,000 to \$110,000 with competitive benefits. We are open to discussions about reduced hours (as low as 30 hours a week) with a corresponding pay reduction.

### Equal Opportunity Employer Statement

Four Friends Foundation is an equal opportunity employer, committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy or any other protected characteristic as outlined by federal, state or local laws. This policy applies to all employment practices within our organization. Four Friends Foundation makes hiring decisions based solely on qualifications, merit and business needs at the time.

### To Apply

Email your resume, a cover letter and a writing sample (this can be a memo, work product, blog post, article, etc...) in a single PDF with the subject line "LAST NAME\_Four Friends Application" to:  
[hr@fourfriendsfoundation.org](mailto:hr@fourfriendsfoundation.org)

The deadline for applications is April 7, 2025

Unfortunately, we are not able to respond personally to every applicant. We will contact selected candidates by mid-April to schedule interviews. Thank you!