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| The Position |  | |
| Title | **Program Officer** | |
| Compensation | Compensation range is $75,000 - $85,000 based upon experience. The Foundation offers excellent benefits including: 403b, life, medical, dental insurances; PTO includes vacation, personal, holidays, and sick leave. | |
| Direct Report  **Position Overview** | Reporting to The Staten Island Foundation Executive Director, the Program Officer (PO) will be responsible for long- and short-term Grant Program Management.  The Foundation seeks a thoughtful and motivated professional with demonstrated passion for Staten Island and intellectual curiosity to serve as Program Officer. This full-time position will work closely with the Executive Director focused primarily on the Foundation’s grant-making role.  The Program Officer is responsible for the implementation of the grant-making and program activities of the Foundation. This includes working with potential applicants to develop strong applications that align with the Foundation’s priorities and preparation of application materials to present to the Foundation Board for review. In addition, the Program Officer will periodically assess the efficacy of application and reporting forms and recommend revisions as necessary. At the conclusion of grant periods, the Program Officer will review reports and assess outcomes as part of the Foundation’s results-based approach to grant making.  The Foundation Program Officer also works closely with local nonprofit organizations in a variety of ways that advances the Foundation’s mission to improve the quality of life in the Staten Island community. The Foundation learns about additional resources that may be appropriate for Foundation grantees or is able to advance opportunities for collaboration. The Program Officer will have a role in building this capacity.  The Foundation emphasizes its ability to respond to critical community needs over time and as emergencies occur. This requires that Foundation staff have significant knowledge of a wide range of community representatives and resources and relationships with service providers.  Evolving trends in philanthropy have offered the Foundation new ways to think about its work in recent years, especially in the areas of social justice, assessing impact and tracking data, and collaborative approaches. Where new methods in philanthropy may be a good fit for our community, the Foundation has offered its staff and community to learn together. The Program Officer will be an active participant in learning and help shape what the Foundation offers. | |
| The Organization  Mission  **History/Overview** | The mission of the Foundation is to improve the quality of life on Staten Island, particularly for the least advantaged, with a focus on improving education, health, community services and the arts. Strategies to accomplish the mission include financial support; providing leadership for the community; collaboration with grantees, funders, and other entities; and building the capacity of local organizations to better fulfill their missions.  The Staten Island Foundation (Foundation) was created in December 1997 by the former Staten Island Savings Bank when the Bank converted to a public company. In 2006, it became a private foundation focused solely on the needs of Staten Island, a borough of New York City with a population of nearly 500,000.  Since its inception, the Foundation has granted more than $80 million in its focus areas of health, education, arts and community services. Annual giving is over $3 million in grants to over 100 organizations approved at quarterly Board meetings.  The Foundation has nimbly addressed crises facing its community by hosting learning sessions and providing emergency funding after 9/11, the economic downturn in 2008, Superstorm Sandy and the COVID pandemic. In response to Superstorm Sandy, the Foundation served as a conduit for regional funders who sought to send assistance, bringing an additional $2 million to local service providers. In 2011, the Foundation became an early adopter of the Collective Impact approach to addressing complex social issues through the joint efforts of multiple sectors. The Foundation has worked collaboratively with city-wide funders to address issues that impact Staten Island.  The Foundation is governed by a diverse group of eight of Staten Island’s most experienced community leaders, chaired by Kathryn Krause Rooney. The small staff works closely with the Board and is led by Laura Jean Watters, Executive Director, who served as the Foundation’s Program Officer for 14 years. Before this, she was the Executive Director of Staten Island’s arts council and saw that working at the Foundation offered the opportunity to focus on broader community issues. | |
| Culture/Values | | The culture of The Staten Island Foundation is best described as collegial with a small staff of 4 working closely with community partners and an engaged Board to develop a deep understanding of the needs of the community they serve and to respond effectively. The Foundation has a strong work ethic and places a high value on learning and collaborative teamwork. Everyone is passionate about the Foundation’s vision, guiding principles, mission and values. |
| Location | The Staten Island Foundation 260 Christopher Lane, Suite 3B Staten Island, NY 10314To learn more about the Foundation, see *www.thestatenislandfoundation.org.* | |
| The Person  **Experience/**  **Responsibilities** | The ideal person will have a minimum of 5 years of solid work experience, including several years of continuous program work at a foundation, or related experience in a nonprofit or a business organization.   * Assisting Executive Director with the development and implementation of grant-making initiatives that address community issues and needs. * Investigating and evaluating grant proposals and grantee requests through the due diligence process for grant applications including preparing follow-up questions to ask applicants and writing proposal summaries for Board review. * Working with applicants to strengthen requests in order to align with Foundation priorities. * Making site visits to applicants and grantees. At times, attend weekend community events and connect applicants and grantees to potential opportunities and resources. Participates in maintaining relationships with a wide range of Foundation partners and assists in developing new relationships with service providers * Maintaining strong relationships and monitoring grantee progress through reports, meetings, and phone discussions. * Monitoring community developments and news sources to assess needs and developing relationships with community representatives. * Participating in Foundation-supported efforts in order to advance Foundation priorities, monitor progress, and identify needs. * Developing grants evaluation/outcomes format. * Reviewing grantee reports and assess grant outcomes across Foundation portfolio. * Responding to telephone grant inquiries and provide information on guidelines and priorities. * Representing the Foundation at the direction of the Executive Director in the local and philanthropic community as needed. * Implementing special projects/reports/grantee events * Working to increase effectiveness in grant analysis and evaluation by participating in activities to develop skills and knowledge, including seminars, conferences, and independent study. * Gathering, analyzing, and synthesizing information on timely topics in philanthropy, programmatic areas, and other topics/organizations relevant to focus areas such as reviewing reports, fact sheets, policy briefs, journal articles, blogs, and government databases. | |
| Education | Bachelor's Degree or higher field. A graduate degree is highly desired. | |
| Work in Office    Attraction of the Role | Candidates must be available to work full-time schedule; 9:00am-5:00 pm - Monday to Friday, in the office. At times some travel is necessary w/some flexibility. The Foundation adheres to the NYS and NYC health protocols. All staff have been vaccinated.  This position of Program Officer should be appealing to an energetic and hands-on candidate who strongly believes in The Staten Island Foundation’s mission and is interested in committing to work that engages communities systemically; seeking to identify and connect disparate entities to work towards common goals. The Foundation is willing to work with a candidate who has limited experience in grant-making but demonstrates an appropriate enthusiasm for the work. | |
| Personal Qualifications | Candidates who are residents of Staten Island are preferred. The ideal person should demonstrate a deep commitment to, and knowledge of the community.   * Nonprofit experience with understanding of nonprofit management including budgets and financial reports. * Available to have flexible work schedule and some travel as necessary. * Excellent analytical and research skills. * Excellent written and oral communication skills. * Ability to take initiative and to work independently and collaboratively with small staff, and to manage time efficiently. * Willingness to participate in general workflow of a small-staffed office. * Highly ethical, this executive must demonstrate discretion and maintain confidentiality regarding all Foundation matters and understand the importance of avoiding even the appearance of potential conflicts of interest. * A keen listener, the person will have the capability to synthesize ideas and information. Hands-on doer with a concern for details, accuracy, and deadlines. * Excellent interpersonal skills and pleasant telephone manner. * Computer proficiency, including knowledge of MS Office and Excel for Windows, Google Docs, and various social media platforms. * Team-oriented, flexible; this program officer will interact both strategically and tactically and provide outstanding service to the community. * The person will be a hands-on, multi-tasking leader with a positive can-do attitude, integrity, trust and dedication to the Staten Island Foundation’s mission and goals. * Must have the ability to read, analyze, interpret, and clearly discuss complex grant data. * A resourceful problem solver, this executive must be able to anticipate changes in a multitude of conditions as well as think prudently and creatively. * This key executive will have effective negotiating skills and the ability to manage relationships with a diverse range of Nonprofit Grantee Organizations and missions. * Driver’s license or willing to make accommodations for travel locally | |
| EOE and DEI  How to Apply | The Staten Island Foundation is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.  Please submit a resume, writing sample, and cover letter telling us about your interest in this position to [info@thestatenislandfoundation.org](mailto:info@thestatenislandfoundation.org) as soon as possible and no later than September 27, 2024. Please no phone or email inquiries. Applicants will be contacted for interviews. The Foundation seeks to fill the position as soon as possible. | |

**Disclaimer**

The information in this Position Specification indicates the general nature and level of work expected of the employee in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of the employee assigned to this job.