

## **Program Officer, Grantmaking – The Raymond John Wean Foundation**

The Raymond John Wean Foundation leverages a powerful combination of grantmaking, capacity building and convening and partnerships to advance community building in the under-resourced communities of Warren and Youngstown, Ohio.

Driven by our values, we partner with residents, organizations and civic leaders toward our vision of empowered residents creating an equitable Mahoning Valley. Since 1949, we have refined our efforts to create a future where race has no influence on how a person fares in society. We seek to create an environment where an individual can feel welcomed, respected, supported and valued to participate fully. True belonging.

Aligned with the Foundation's race equity and inclusion outcomes, a primary function of this position is to support the development and implementation of viable solutions led by organizations whose leadership reflects the racial demographics of the communities in which they work.

### **Key Responsibilities**

#### *Grantmaking*

- Coordinate grantmaking lifecycle, including application and proposal review, synthesis of background and follow-on information for analysis, recommendation, and evaluation.
- Guides grantseekers and grantees through electronic platforms.
- Manage grassroots grantmaking programs.
- Monitor assigned grants, track outcomes and partner with nonprofits as they implement funded projects or programs.
- Organize learning visits.
- Support annual portfolio review and assist in the development of strategies.

#### *Capacity Building and Development*

- Coordinate with community partners and internal colleagues to integrate a learning and capacity building agenda (assessment of organizational leadership, strategy and impact) into grantmaking programs.
- Support development and coordination of learning opportunities.
- Provide technical assistance, as appropriate.

#### *Organizational Learning and Dissemination Priority*

- Maintain board and in-depth knowledge and understanding of needs, issues, trends, best practices, innovations, and values of the community.
- Track desired racial equity goals and indicators.

#### *Community Engagement*

- Develop and maintain visibility and accessibility in the community and the sector.
- Conduct inclusive outreach and recruitment.

- Nurture new and maintain existing relationships with community stakeholders partners.

## **Requirements**

We recognize that an individual's lived experience is a valued skill set and that people gain skills through various experiences. When reviewing applications, we take a broad look at the experience of each applicant. We are most likely to be interested in applicants who demonstrate the following qualifications:

- Bachelor's degree in a relevant field or the equivalent trade-related education and/or experience to fulfill the position's responsibilities.
- Has knowledge of and/or committed to develop expertise in:
  - Technical areas of grantmaking and the operational areas of administration, finance and governance.
- At least three years of experience executing and overseeing all aspects of assigned projects, including monitoring the progress of projects and providing periodic status and final disposition.
- At least three years of professional work in philanthropy or nonprofits is highly valued.
- COVID19 Booster: To ensure the well-being of our employees and community, we mandate that candidates applying for this position have received all CDC-recommended vaccine doses, including COVID boosters. Proof of vaccination will be requested as part of the interviewing process. Exceptions for medical or religious reasons may apply, with appropriate documentation required. Your cooperation in upholding a safe work environment is greatly appreciated.
- One year of supervisory experience

*A successful candidate will demonstrate:*

- Commitment to race equity and inclusion as a personal and professional value.
- Energetic, dependable (gets it done), and exemplary (gets it done exceptionally well).
- Proficiency in Microsoft Office Suite with the capacity to learn various systems and platforms.
- Clear, practical communication skills, verbal and written, with the ability to interact amid a diverse community and a broad assortment of grantees, community leaders, business leaders, government officials, etc.
- Possess a high self-awareness relative to strengths and weaknesses. Ability to give and take feedback as a part of a learning culture committed to achieving better results.
- Ability to identify challenges and opportunities and implement practical solutions when a clear lack of process or standard is absent.
- Data-driven, you apply current research and fact-checking to enhance your work, educate and inspire your audience, and maintain credibility.
- An enthusiastic and resourceful team player, who enjoys being part of a collaborative, collegial environment, with the ability also to effectively work independently.
- Motivation to continuously pursue training and development opportunities to build knowledge and skills and share expertise with others.
- High level of integrity; high level of discretion, critical thinking, and judgment in handling sensitive and confidential information.

- Maintains a good work ethic, can set boundaries, and a good sense of humor and purpose.

### **Physical Demands**

- Frequently requires standing; walking; and kneeling.
- Requires the ability to occasionally lift or carry; push or pull, or otherwise move objects up to 20 pounds.
- Requires the ability to ascend or descend stairs.

**Job Type:** Full time

**Expected hours:** 40 hours per week

Non-traditional hours will be required including some evenings and weekends

**Starting salary:** \$62,000 annually

**Travel:** Occasional travel may be required

**Schedule:** Tuesday- Friday

**Hours of Operation:** 8am-5pm ET

**Work Location: Onsite:** (147 W. Market St. Warren, OH 44481)

**Competitive Benefits Package:** On your first day, you'll receive comprehensive benefits including medical, dental, and vision coverage. A generous retirement plan and paid time off is also provided.