

# GEORGE S. AND DOLORES DORÉ ECCLES F O U N D A T I O N

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## SENIOR PROGRAM OFFICER

### **About the Foundation**

The George S. and Dolores Doré Eccles Foundation became active in the early 1980s, carrying forth the philanthropic interests of its namesakes through charitable grants statewide to improve the quality of life enjoyed by the people of Utah. Since that time, the Foundation has awarded funding totaling more than \$500 million, representing a significant investment in the economic vitality and future strength of the state of Utah.

The Foundation's charitable grants are awarded in five major focus areas:

- Arts and culture
- Community (social services)
- Education
- Health Care
- Preservation & Conservation

The Eccles Foundation is led by a three-member Board of Directors, and supported by a small, professional and dedicated staff team. Its offices are located in downtown Salt Lake City, Utah.

### **About the position**

The Senior Program Officer position is newly created and will work closely with the President and COO, the Director of Communications/Senior Program Officer, and the Program Associate to shape and oversee a portfolio of grants to organizations that advance the Foundation's objectives in its five major focus areas.

With an entrepreneurial spirit, the Senior Program Officer is responsible for working closely with applicants and grant recipients to ensure effective use of the Foundation's resources and to improve the success and effectiveness of the Foundation's grant partners. The Senior Program Officer reviews and monitors proposals and grants; engages in issues exploration; participates in community events; and fosters community and grantee relations. The position also contributes to the Foundation's on-going interest in maintaining an efficient, smooth-running grants process.

This position reports to the President and COO; and is responsible for managing the Program Associate.

## **Primary responsibilities**

The specific duties and responsibilities of this position include, but are not limited to, the following areas:

### Grantmaking

- Manages the Foundation's major grants program as assigned by the President and COO. (The President and COO may, in her discretion, re-assign proposals and grants to other program staff.)
- Works with grant applicants to clarify the Foundation's priorities and procedures, and improve the quality of proposals. Evaluates and provides feedback to applicants on the feasibility and clarity of proposed budgets, staffing and work plans and anticipated project outcomes as related to proposal goals and organizational capacity.
- Conducts initial screening and prioritizing of new proposals in consultation with the Grants Administrator/Office Manager
- Coordinates with the President and COO, Director of Communications/Senior Program Officer, and Program Associate to determine which proposals to consider for funding. Also coordinates in the review of Letters of Inquiry (LOIs) with applications managed by the Senior Program Officer and Program Associate.
- Analyzes grant requests and organizational/project budgets, including site visits and other due diligence as needed
- Communicates with grant applicants as needed during the submission and review process to ensure timely, accurate and complete budget and program information; and to keep grant applicants apprised of the review process and timeline as appropriate
- Collaborates with the President and COO, Director of Communications/Senior Program Officer, and Program Associate to develop funding recommendations. Presents recommendations to the Board of Directors, as required
- Produces grant agreements, progress reports, payment requests and documentation of communications with grantees and potential grantees in coordination with the Director of Communications/Senior Program Officer. Ensures recipients meet grant agreement requirements, timing and contingencies.
- Monitors and manages active grants; reviews and tracks grantee requirements through Grant Usage reports; and provides feedback and/or technical assistance to organizations as appropriate
- Provides regular "snapshot" reports to the President and COO with updates on program work, proposal review and problematic grants
- Identifies opportunities for special grant initiatives and projects in conjunction with the President and COO

### Community Engagement

- Represents the Foundation in a manner that represents the Foundation's legacy and well-respected leadership position. Also represents the Foundation at conferences and community meetings, with occasional speaking roles, as required.

- Cultivates, develops and maintains relationships with existing and prospective community partners, key stakeholders and funders, as required.
- Seeks out and articulates opportunities for more effective community problem-solving; identifies community needs, service gaps and other areas needing attention or improvement
- Encourages partnerships and collaborations among grantees and other key stakeholders to increase more effective responses to community issues

#### Capacity Building

- Cultivates knowledge of trends in philanthropy, the nonprofit sector, and developments in the Foundation's five major focus areas. Incorporates this knowledge throughout interactions internally and externally to the Foundation.
- Serves as an informal advisor and thought-partner to applicants, grant recipients and community partners to strengthen their planning and implementation efforts in coordination with President and COO
- Connects applicants, grant recipients and community partners to training, technical assistance, marketing and capacity building opportunities and providers

#### Management

- Supervises the Program Associate and ensures coordination and collaboration between the respective positions through the grantmaking process
- Supports the Program Associate's professional development through coaching and mentoring
- Participates regularly as a key staff member in Foundation Board and Staff meetings, in on-going efforts to maintaining an efficient, smooth-running grants process, and in other Foundation activities and events

#### **Characteristics and qualifications**

- Passion for the Foundation's mission and a commitment to advancing it's goals
- Demonstrated capacity to think strategically, take initiative, and execute strategies, including the ability to define program objectives, evaluate progress and manage projects through a complete lifecycle
- Ability to analyze complex organizational and community conditions to identify grant opportunities and emerging issue and new needs and challenges
- Inquisitive with strong problem solving skills; and ability to get up to speed quickly on new topics or issues
- Experience in building strong, positive, collaborative relationships with diverse constituencies by listening to new ideas, encouraging open dialogue and inspiring people to work towards common goals
- A collegial spirit in sharing ideas and receiving feedback
- Self-motivated with demonstrated ability to be a productive and collaborative team member

- Ability to maintain the highest levels of integrity, ethics, sound judgment and confidentiality
- Understanding of the nonprofit sector in general, and the Foundation's grant and priority areas specifically
- Excellent verbal, written and presentation skills required
- Ability to manage an online grant application process, and to use grants management software
- Strong expertise in use of current office management programs, such as Microsoft Office, Excel, PowerPoint, etc.
- Bachelor's degree required, and a minimum of 5 to 7 years of related work experience in the philanthropic or nonprofit sectors

*The George S. and Dolores Dore Eccles Foundation is an equal opportunity employer.*

**To apply:**

Please send resume and cover letter to Jeff Glebocki, [jeff@strategyplusaction.com](mailto:jeff@strategyplusaction.com) by June 30, 2017. All applications are treated confidentially.

Inquiries about this position may also be directed in confidence to Jeff Glebocki, [jeff@strategyplusaction.com](mailto:jeff@strategyplusaction.com).

*Please do not telephone or email the George S. and Dolores Dore Eccles Foundation regarding this search or the position.*