

PROGRAM OFFICER

The Diane & Bruce Halle Foundation (Scottsdale, AZ)

The Diane & Bruce Halle Foundation seeks a resourceful, detail-oriented, strategic thinker with excellent communication skills to serve as its Program Officer. The Diane & Bruce Halle Foundation is a family foundation with combined annual giving of roughly \$20 million in the areas of social justice, homelessness, hunger, health and medicine, education, and arts and culture. While the Foundation focuses on grantmaking that benefits disadvantaged individuals in Arizona, the Foundation's philanthropic reach is national through its work in the arts, youth scholarships, and local community investments nationally. For more information, please visit www.dianeandbrucehallefoundation.org.

Reporting to the Foundation Director, the Program Officer manages the Foundation's grant process from concept to award or declination from the many inquiries that the Foundation receives. Given the specific nature of this role, the Program Officer must have experience in a grantmaking foundation. While family foundation experience would be desirable, candidates from other grantmaking foundations including community foundations are also encouraged to apply. Candidates should have a minimum of five years of experience in a nonprofit environment as well as a commitment to social justice. The successful candidate must be comfortable working in a highly professional, close-knit, team-focused environment. Ideally, candidates will have a mastery in the use of online programs for tracking grants and an understanding of online application processes and the ability to assist grantees with guideline questions and/or troubleshooting issues. There is an expectation that the candidates will be proficient in Microsoft Office, Adobe Acrobat, and social media web platforms and ideally will have experience with grantmaking software. An earned bachelor's degree is required.

The Diane & Bruce Halle Foundation has retained Morris & Berger to conduct the Program Officer search. To apply, please submit application, including resume and a letter of interest, in confidence to Morris & Berger through their website: www.morrisberger.com/currentsearches/hallefoundation.