



NINA MASON PULLIAM
CHARITABLE TRUST

Building a Legacy of Community
Grantmaking since 1998

POSITION DESCRIPTION

Position Title: Senior Program Officer
Department: Grants Programs - Arizona
Reports To: Vice President of Programs
FLSA Status: Exempt

The Organization

The Nina Mason Pulliam Charitable Trust (ninapulliamtrust.org) was established upon the death of Nina Mason Pulliam in 1997 to support for 50 years the causes she loved in her home states of Arizona and Indiana.

The Nina Mason Pulliam Charitable Trust seeks through grantmaking to help people in need; protect animals and nature; and enrich community life primarily in metropolitan Phoenix and Indianapolis.

The Trust derives its income from its endowment, which has a current market value of approximately \$360 million. Since 1998, it has awarded more than \$269 million in grants. The Trust maintains offices in Indianapolis, Indiana, and Phoenix, Arizona. The senior program officer position will reside in Arizona.

General Statement of Duties

Under the supervision of the vice president of programs, the senior program officer (SPO) oversees and participates in the Arizona-related grantmaking, Nina Mason Pulliam Legacy Scholars program, Summer Youth Program Fund and initiatives of the Trust. The SPO collaborates with fellow program officers in Arizona and Indiana and the vice president of programs to collect and analyze local and national philanthropic, social and economic trends that could impact the Trust's grantmaking priorities. The SPO serves as the Trust's liaison and provides leadership to the Arizona philanthropic community.

Essential Duties and Responsibilities

1. Strategic Grantmaking

- Oversee and participate in all Arizona proposal review and recommendation activities for the Trust's grants, including initiative work.
- Develop project and program initiatives, working with key nonprofit, business and government stakeholders in order to maximize impact and leverage resources.
- Create grant and program related materials and present to the Trustees during board meetings.
- Work with nonprofit partners to determine success measurements and assess grantee progress towards goals.
- Review the Trust's grantmaking patterns and implications for future directions and initiatives.
- Engage in research activities and special assignments.

2. Nina Mason Pulliam Legacy Scholars Program

- Participate in management of the Nina Mason Pulliam Legacy Scholars (Nina Scholars) program in Arizona.
- Monitor Nina Scholar updates and participate on the advisory council, student retention and student selection committees at Arizona State University.
- Manage annual alumni tracking process for Nina Scholar graduates.
- Participate in the program longitudinal evaluation.

3. Community Outreach

- Serve as the Trust's liaison and provide leadership to the Arizona philanthropic community.
- Develop and articulate Trust programs and provide opportunities for grantees to convene around community concerns and common interests.
- Assist the Manager of Communications and External Relations develop collaborative relationships with potential partners, including nonprofits, media entities, community stakeholders and foundations, to further shared interests in promoting Trust initiatives and programs.
- Participate in community and professional organizations, seminars, forums and meetings related to Trust work and interests.

Minimum Qualifications and Skills

- Bachelor's degree, preferably in social sciences, public administration, nonprofit administration or other related discipline.
- Minimum of eight years' experience in grantmaking and project management. Foundation experience a plus.

- Strong knowledge and experience in one or more of the Trust's major funding areas: helping people in need; protecting animals and nature; enriching community life.
- Outstanding oral and written communication skills and strong attention to detail. Mastery of Associated Press writing style.
- Outstanding skills in creating and providing formal presentations.
- Significant analytical and evaluative ability for reviewing program impact data and community trends.
- Ability to interpret and analyze nonprofit financial statements.
- Ability to work effectively in a team environment with shared roles and responsibilities and to develop effective and collegial relationships with staff.
- Ability to work effectively on diverse projects and to relate effectively to a variety of audiences, including nonprofit, philanthropic, government and private sectors.
- Capacity to work with senior management and interact professionally with the Trustees.
- Proficient in MS Office applications, past experience with grant management or data management software a plus.

Working conditions

Based in Phoenix, Arizona with infrequent travel required to the Indiana office. Local travel required to meet with grantees, events, other funders, etc. Some travel to professional conferences.

Compensation

Compensation is commensurate with background and experience. The Trust offers an excellent benefits package, including medical / dental insurance, a 401(k) plan with match, ample vacation and holidays.

To apply

Submit resume and cover letter to Christine Bell, cbell@nmpct.org, no later than Friday, June 9.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.