



## **Program Officer**

**Position:** Program Officer

**Employment:** Full time (40 hours/week)

**Location:** Steamboat Springs, CO

**Organization Name:** Yampa Valley Community Foundation

### **Job Description**

#### **About the organization**

The Yampa Valley Community Foundation works every day to preserve the shared community values that make our valley such a special place to work, live, raise a family, and enjoy the beauty of our surroundings. Over our 40-year history, YVCF has become integral to the vibrancy of the Yampa Valley. We provide support for local nonprofits in helping them fulfill their missions and build capacity, partnership for philanthropists who want to make an impact through their giving, and resources for our communities in addressing challenges.

#### **What we do**

Through our deep relationships with local nonprofit organizations and other community leaders, the Yampa Valley Community Foundation (YVCF) monitors the pulse of the community – what makes it special, what challenges our residents face, and where the greatest needs exist. Being 100% locally based and focused, we provide these essential services:

- We engage donors in meaningful giving with the goal of fostering a culture of meaningful philanthropy.
- We strengthen and sustain local nonprofits, amplifying their accomplishments in the Yampa Valley.
- We make and facilitate impactful grants.
- We build community, catalyzing innovative and collaborative solutions to our community's most important unmet needs.
- We lead in times of crisis, collaborating to swiftly raise and grant back out funding to meet immediate needs in our community.

#### **What it's like to work at the Yampa Valley Community Foundation**

As a nonprofit, mission-oriented organization, YVCF staff are primarily motivated by the work we do and the culture we offer. Our work culture inspires face-to-face interaction, idea sharing, serendipitous interactions and informal meetings. Our team is highly collaborative - everyone pitches in and everyone shares in the success of the organization. Each staff member is a passionate and effective ambassador for the organization.

#### **Position Summary:**

##### Responsibilities and Essential Functions:

Serve in a leadership role in managing programs, events and other services that deliver the greatest programmatic impact in the Yampa Valley. Deliver capacity building resources to support the development and strengthening of local nonprofit organizations, including trainings, facilitation, and outside expertise. Responsible for overseeing all aspects of the grant making process at the Yampa Valley Community Foundation, including the Community Grant Cycle, and granting from Foundation-held funds. This position requires a breadth of knowledge rather than depth in one area of interest and

works closely with YVCF staff in a team environment. The Program Officer establishes, maintains, and stewards relationships with nonprofit organizations throughout the Yampa Valley who apply to the Foundation for grant funding.

The Program Officer reports to the Executive Director of the Foundation. As the Foundation believes that presence in the office contributes significantly to teamwork, development and comradery, this is an office-based position, although it will also require frequent travel throughout the Yampa Valley.

### Major Responsibilities

- Oversee the annual Community Grants Cycle. Provide support to local nonprofit organizations and the Grants Committee including preparation of materials, site visits and other related correspondence. Prepare summary of local needs to be shared with donors. Review grant proposals, process and disburse grants, solicit and review grant reports, and analyze grant impact statistics for marketing purposes.
- Manage Designated Fund annual grants, Donor Advised Fund bi-monthly distributions and all other granting funds, including interfund transfers. Ensure all grants comply with internal policies and external regulations.
- Serve as the Yampa Valley “go to” resource for nonprofit organizations. Stay informed of local and national trends within the philanthropic field and regulations regarding charitable giving and the nonprofit sector. Disseminate information in a timely manner through newsletters, presentations, group meetings and other mediums.
- Provide high quality educational services for local nonprofit organizations including seminars, webinars and various other trainings. Utilize local and regional expertise to deliver specialized consulting services. Create networking opportunities for peer-to-peer learning.
- Work closely with the Donor Engagement Manager to identify opportunities for donors to support the work of nonprofit programs.
- Oversee local community initiatives, bridge the nonprofit sector to other local community groups and help foster collaboration between nonprofit organizations.
- Communicate clearly both internally and externally, maintain accurate records, assist with Community Suite database management including the maintenance of nonprofit organization profiles and assist with other functions as assigned.

### Required Skills

- Excellent organizational skills. Proven attention to detail, accuracy, and ability to meet deadlines.
- Excellent interpersonal skills. Ability to build relationships and work cooperatively with stakeholders, including staff, board members, current and prospective grantees, donors and supporters, and other community members.
- Excellent written and oral communication skills, including the ability to create documents at the highest level of writing standards and excellent editing skills.
- Critical thinking and analysis skills. Ability to analyze and synthesize quantitative and qualitative data.
- Leadership skills. History of working collaboratively to achieve team objectives taking initiative and working effectively with minimal supervision.
- Knowledgeable about the nonprofit sector.
- Ability to understand and analyze nonprofit financial reports.
- Flexibility and ability to adjust to changing priorities and manage multiple tasks simultaneously. Ability to manage time and tasks well to meet deadlines.
- Professional attire and conduct when representing the Foundation in a diverse range of settings.

### Minimum Qualifications

- A clear commitment to the mission and values of the Yampa Valley Community Foundation.
- Knowledge of best practices for nonprofit organizations.
- Minimum of a Bachelors' degree or equivalent experience.
- Competency in the use of technology including Microsoft Office Suite, Outlook, databases, etc.
- A valid Driver License and ability to travel by car within the Yampa Valley for site visits and meetings.

#### Preferred Qualifications

- Three years of experience working for a nonprofit, foundation or equivalent.
- Familiarity with Yampa Valley communities and rural issues.
- Knowledge and experience in the use of Community Suite.

#### Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time. This position is full-time, in the office.

**Compensation:** This is a full-time (40 hours/week) exempt position. The Yampa Valley Community Foundation offers an attractive benefits package including paid time off, retirement contribution, ski pass, matching charitable gift program, and medical, dental, vision, and disability insurance. The starting salary for this position ranges from \$65,000 to \$75,000/year, depending upon experience. The position will be supervised by the Executive Director.

**The Yampa Valley Community Foundation's anti-discrimination policy:** It is the policy of the Yampa Valley Community Foundation to provide equal employment opportunity for all persons. The Yampa Valley Community Foundation does not discriminate on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law.

#### **How to Apply:**

Please send a cover letter and resume to Tim Wohlgenant, Executive Director, at [admin@yvcf.org](mailto:admin@yvcf.org).

*All inquiries are confidential.*