

SENIOR PROGRAM OFFICER – CARLSON FAMILY FOUNDATION

Curtis and Arleen Carlson fostered a deep commitment to humanitarian efforts and community affairs, including grants and charitable contributions to non-profit organizations. To accomplish this end, the Carlson Family Foundation was formed in 1959. The Foundation is a separate legal entity with its own Board of Directors and has grantmaking authority to allocate its resources in the public interest. Its current grantmaking activities focus on education and children and youth facing adversity, including youth mentoring.

Job Summary

The Senior Program Officer is a highly experienced grantmaking professional who will lead efforts to achieve the highest possible value from the Foundation's grantmaking investments in the community. This position is responsible for reviewing, managing and evaluating a portfolio of grants within the Foundation's areas of interest, which will include performing grant reviews, preparing grant recommendations and monitoring progress toward Foundation and grantee goals and objectives. This position works collaboratively with the executive director to support the programmatic and grantmaking activities of the Foundation, and with the Foundation's executive and board leadership to develop and implement strategies consistent with the Foundation's goals and areas of interest. The Senior Program Officer will respect the family leadership of the Foundation and positively represent the Foundation and the family in the community.

Job Qualifications

- Bachelor's degree required, master's degree preferred, and a minimum of five years of program officer experience required.
- Knowledge of issues pertaining to children and youth facing adversity, youth mentoring, sexually exploited youth, K-12 education, as well as neighborhoods, institutions and agencies preferred.
- Knowledge of grant database systems, particularly GIFTS Online, preferred.
- Excellent research, writing, editing and proofreading skills.
- High organizational and time management skills and the capacity manage multiple projects and deadlines.
- Strong and effective communication skills, and proven ability to work well with a diverse group of people including grantees, applicants, trustees, staff and clients.
- Ability to think creatively and strategically about the broad goals of the foundation while remaining focused on the detail-oriented work and follow-through required by the position.
- Strong analytical skills, and the ability to understand the feasibility of submitted proposals.
- A high energy level, outstanding interpersonal skills, sound judgment, tolerance for pressured work and a sense of humor.
- Genuine desire to make a difference.

To Apply

Please send cover letter and resume to Amy Peterson, HR Manager at apeterson@tonkawa.com. We anticipate interviews will be scheduled in late July.