

# Position Description

## Program Officer

February 2026



### **TITLE: Program Officer, Chicago**

**SUMMARY:** *The Program Officer for Chicago advances the Foundation's place-based philanthropic work in Chicago, with a primary focus on relationship-driven grantmaking on the West and South Sides. This role is grounded in deep local knowledge and trust, while also contributing to the Foundation's broader strategy connecting rural and urban communities around shared issues such as food systems, health, resilience, and community vitality. The role requires both strong community presence and the ability to translate local experience into strategic thinking that informs the Foundation's work across geographies.*

**REPORTS TO:** Executive Director

#### **CORE RESPONSIBILITIES:**

##### **1. Grantmaking:**

- a. Build and steward authentic, long-term relationships with nonprofit leaders, community partners, and residents across Chicago's West and South Sides.
- b. Manage an assigned portfolio of Chicago-based grants, including identifying prospective partners, reviewing grant proposals, conducting site visits, and supporting grantees throughout the grant lifecycle.
- c. Serve as a visible, trusted presence in community spaces—showing up consistently to listen, learn, and deepen understanding of local context.
- d. Support grantees through responsive communication, connection to resources, and alignment with Foundation priorities.
- e. Prepare or ensure timely and accurate preparation of grant summaries for board or committees, recommending appropriate action.
- f. Monitor grantee performance and progress, periodically reviewing the status of grant execution and uncovering additional ways to offer support.
- g. Work with Foundation support staff to maintain the integrity of our online grants database and organizational records.

##### **2. Strategy and Program Development**

- a. In collaboration with the community, develop strategies and approaches that advance the Foundation's goals in Chicago, grounded in equity, lived experience, and local context.
- b. Contribute to Foundation-wide strategy by identifying shared challenges and opportunities across urban and rural communities, particularly where systems, policy, and place intersect.
- c. Establish and manage relationships with nonprofit organizations, networks, and cross-sector partners in Chicago that strengthen organizational capacity and community impact.
- d. Represent the Foundation in philanthropic and nonprofit ecosystems, contributing to thoughtful, values-aligned partnerships and learning across the field.

##### **3. Learning, Evaluation, Knowledge Management and Communications**

- a. Stay informed and current on emerging issues and trends in philanthropy, nonprofit practice,

and systems impacting Chicago communities, with attention to equity and place-based dynamics.

- a. Contribute to data collection, reflection, and synthesis that support organizational learning and strategy development related to Chicago-based work.
- b. Support effective communication by translating community learning, grant insights, and emerging themes into clear materials for trustees, committees, and staff.
- c. Invest in ongoing professional learning to strengthen grant analysis, evaluation, and equity-informed practice.

**4. Committee Engagement & Organizational Support:**

- a. Develop program-related planning and budgeting processes, in collaboration with Foundation staff.
- b. Facilitate and support committee members composed of family members and community leaders, helping to shape learning agendas and meaningful engagement.
- c. Participate in the planning and execution of Foundation meetings, site-visits, and convenings.

**Qualifications**

This position is ideal for you if you are a self-starter excited to work as a generalist grantmaker and have a desire to learn more deeply about key issues, trends, and funding opportunities related to the Foundation's grantmaking programs. The successful candidate will be highly collaborative and skilled at synthesizing complex information into clear and understandable language. Highly valued characteristics include solid interpersonal, consensus-building, persuasion, and leadership skills paired with the ability to quickly establish and develop credibility with diverse external and internal audiences.

- Experience working in or alongside Chicago communities, with particular familiarity with the West and/or South Side.
- Professional experience in the nonprofit, philanthropic, public, or community-based sector, with an understanding of grantee perspectives.
- Ability to assess nonprofit programs, organizational capacity, and financial information.
- Demonstrated commitment to equity and to working in partnership with communities.
- Strong communication skills, with the ability to engage clearly and respectfully with community partners, trustees, and colleagues.
- Ability to manage work independently while contributing effectively as part of a small, collaborative team.
- Alignment with the Foundation's values and interest in continuous learning.

**Location**

This is a remote position is based in Chicago, with regular presence in community settings across the city. Some travel to East Central Illinois and participation in Foundation-wide meetings and convenings will be required.

**Work Schedule**

This is a full-time, exempt position. The Foundation values flexibility and trust, and work schedules are established in collaboration with the Executive Director, with an emphasis on responsiveness to community and organizational needs.

### **Compensation & Benefits**

The Foundation offers a competitive salary and benefits package aligned with its values and the responsibilities of the role. Compensation is determined based on experience and internal equity. **The salary range for this position is \$90,000–\$110,000.**

Benefits include generous vacation and personal time, with the office closed between Christmas and New Year's. The Foundation provides a 6% 401(k) match, pays 75% of health insurance premiums for employees and dependents, and covers 100% long-term disability, life, and AD&D insurance premiums. Additional benefits include dental and vision insurance, short-term disability coverage, and flexible spending account (FSA) or health savings account (HSA) options.

The Foundation fosters a family-friendly work environment and supports ongoing learning and development.

### **Application Process**

To apply, submit your resume and cover letter to [lindy@lumpkinfoundation.org](mailto:lindy@lumpkinfoundation.org)

Applications will be reviewed on a rolling basis. Selected candidates will be invited to participate in a multi-stage interview process, which may include virtual and in-person conversations with Foundation staff and trustees.

Upon request, Final candidates will be asked to provide professional references and verify eligibility to work in the United States.