

SENIOR PROGRAM OFFICER

ABOUT THE STRANAHAN FOUNDATION

As a family foundation, the Stranahan Foundation's mission is to maximize our family's positive impact on our communities and, in turn, on the world. With a small staff working in a hybrid setting, the Foundation administers approximately \$6 million in grant dollars per year, supporting roughly 100 organizations through four grantmaking programs. This includes a strategic grantmaking program in Early Childhood Education, a proactive grantmaking program in the environment space, an emerging program supporting the interests of our 5th generation family members, and a responsive grantmaking program supporting nonprofits located in communities where family members reside.

ABOUT THE POSITION

We are seeking a full-time Senior Program Officer who will be an integral part of our grantmaking team, bringing both sophisticated portfolio management expertise and a genuine commitment to developing others. This role represents an intentional investment in strengthening our team's collective capability through peer learning while executing excellent grantmaking work.

In this position, you will manage diverse grant portfolios, partner directly with family stewards and grantmaking committees, and guide applicants and grantees through meaningful funding relationships. Equally important, you will coordinate structured peer reviews and foster a culture of continuous learning and collaborative problem-solving. This is a peer role with coaching responsibilities, not a supervisory position—you'll influence through expertise and partnership.

KEY RESPONSIBILITIES

- Manage complex grant portfolios from sourcing through monitoring, conducting rigorous due diligence, and partnering with grantees throughout the grant lifecycle.
- Partner with family-fueled, collaborative grantmaking committees to develop and steward grant portfolios focused on learning, impact, and responsible stewardship.
- Guide family stewards in developing and monitoring their individual grant portfolios within local communities.
- Synthesize grant and portfolio-level learning and share insights with colleagues and committee members to inform program improvements and decision-making.
- Coordinate structured peer review processes and provide feedback to strengthen team quality and promote knowledge sharing.
- Facilitate collaborative problem-solving sessions, after-action reviews, and internal meetings to identify risks and solutions.
- Partner with the Program Director to facilitate grantmaking committee meetings and design educational resources for family members.
- Plan and facilitate site visits with applicants, committees, working groups, and stewards.
- Track key deliverables, deadlines, and follow-ups across grantmaking programs to support the timely execution of grant-related materials.
- Serve as a resource to other grant-related staff in advancing requests through the full grantmaking lifecycle.

- Maintain a strong working knowledge of the Foundation's grants management system (GivingData) and ensure accurate, timely documentation.
- Build trust-based relationships and develop high-quality written materials that translate complex information for diverse audiences.
- Model learning-oriented practice by openly seeking feedback and serving as a resource to other program staff.

QUALIFICATIONS

This position is ideal for you if you are an experienced grantmaker who finds genuine fulfillment in both executing excellent work and helping others grow. You should be someone who naturally seeks opportunities to strengthen team capability, enjoys facilitating productive discussions, and influences through expertise and relationship-building rather than positional authority.

Required:

- Bachelor's degree and/or 5-7 years of experience in philanthropy or grantmaking nonprofit organizations
- Demonstrated ability to manage complex grant portfolios with strong judgment
- Advanced written and verbal communication skills
- Strong project management and facilitation skills with experience managing multiple concurrent projects and competing priorities
- Familiarity with grants management systems and private foundation compliance requirements
- Strong technical skills with Microsoft Office and grants management systems (GivingData experience a plus)
- Commitment to collaboration, discretion, and respectful partnership with grantees and foundation stakeholders

Preferred:

- Generalist grantmaker with ability to build expertise in new issue areas
- Experience providing feedback and coaching colleagues without formal supervisory authority
- Experience working with family foundations or grantmaking committees
- Comfort creating safe environments for learning and risk-taking
- Ability to influence others through expertise and relationships

ADDITIONAL REQUIREMENTS

- Operating style suited to a small, collaborative team where flexibility, mutual support, reflective practice, sense of humor, grace, and shared learning are highly valued.
- Ability to work autonomously on complex work while being deeply committed to team learning and collaborative problem-solving.
- Exceptional judgment in navigating ambiguity, balancing priorities, and knowing when to problem-solve independently versus engage colleagues.
- Facility building trust-based relationships and creating psychologically safe environments where colleagues feel comfortable sharing work-in-progress and learning from mistakes.

WHAT YOU CAN EXPECT

- Ownership of diverse grant portfolios with latitude to exercise judgment and build grantee relationships.
- Meaningful influence on how our team learns and grows through structured peer review and collaborative practices.
- Partnership with the Program Director on committee facilitation and strategic program improvements.
- A collaborative environment where your expertise is valued, and you have real influence on decisions and team practices.
- Professional development opportunities, including conferences, peer learning, and deepening expertise in focus areas.
- Trust and autonomy with support from a committed, mission-focused team.
- The chance to build a learning organization where continuous improvement is integral to how we work.
- Some travel for site visits, board meetings, family convenings, and professional gatherings.

WORKING CONDITIONS

- Hybrid & Remote Work - This full-time position is open to candidates nationally and across time zones and is primarily remote. The Foundation has an office in Perrysburg, OH, and provides a hybrid option for those within driving distance of the area.
- Physical Demands of the Job - This position requires constant computer work that may require repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands; occasional bending, gripping, pulling, collating, walking, and filing; constant seeing and hearing; and occasional travel by auto, air, or train.
- Benefits - The Foundation provides health, dental, and vision benefits, annual professional development funds, life and disability insurance, and a retirement plan.
- Time Off - The Foundation offers Paid-Time-Off annually, as well as 12 paid holidays.
- Position reports to the CEO and is non-exempt under the Federal Fair Labor Standards Act.
- Annual Salary Range: \$95,000 - \$120,000

CONTACT/APPLICATION INFORMATION

To apply, submit your resume and cover letter to info@stranahanfoundation.org. In your cover letter, we want to learn about what you will bring to this position and the Foundation, how you hope to develop, and why you would like to advance the Stranahan Foundation's mission. A writing sample may be requested.

REGULATIONS

The Foundation is an equal opportunity employer, and it is our objective to recruit, hire, and retain the most qualified individuals without regard to race, color, religion, sex, sexual orientation or identity, national origin, age, disability, veteran status, or any other characteristic or status protected by applicable federal, state, or local law.

The Stranahan Foundation adheres to the Americans with Disabilities Act requirements. It will provide reasonable accommodation, upon request and approval, to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.