

Program Officer
The Roundhouse Foundation

Title: Program Officer

Status: Full-time, exempt

Hours: 40 hrs/week; days and times vary depending on work requirements

Reports to: Executive Director

About the Roundhouse Foundation

The Roundhouse Foundation (RHF) is a private family foundation based in Sisters, Oregon, with a mission to support creative projects and organizations through art, environmental conservation, social services, community leadership, and education. RHF's vision is to create a positive impact through collaboration in rural communities by encouraging creative problem solving, supporting innovative programming, and stimulating the economy.

RHF employees embrace and advance the common values of the organization: community enrichment, cross-generational support, arts and cultural awareness, and catalyzing change.

RHF is evolving as we learn, grow and respond to the changing needs of rural Oregon communities. We remain steadfast in our hopes for the future and believe that a strong sense of place, deep human connections and big ideas will pull Oregon's rural regions through our current challenges. With increasing assets, we are making more grants than ever before, supporting new kinds of work, and investing deeper in innovative efforts to truly transform rural communities and ripple through regional economies.

Position Overview

Reporting to the Executive Director (ED), the Program Officer will have substantial experience developing relationships with regional and rural Oregon-based non-profits to support effective grant-making. They will have the ability to be self-directed and help make connections that encourage collaboration between organizations supporting Oregon's most vulnerable populations.

This position requires attention to detail as well as the ability to forecast; the ability to understand the importance of data collection and assist in ensuring grantmaking is mission-aligned and in compliance with state and federal law.

The ideal candidate has worked with diverse populations and understands differing needs for differing communities. They have a great understanding of local government programs and passion to provide high quality support service and understands the RHF mission, values and role in supporting a variety of programs.

This position requires exceptional communication skills, both written and oral, and the ability to communicate effectively with diverse audiences and in a variety of contexts. Along with the ability to actively listen and respond in a changing environment, the successful candidate will have a commitment to facilitating the implementation of new and dynamic programming

This position will oversee a portion of the RHF grantmaking budget along with the ED and Trustees and will have a thorough understanding of RHF policies regarding program requirements and benefits.

The position is based in Sisters, Oregon.

Essential Functions

- Cultivate new relationships with organizations in RHF's targeted demographic region and continue to develop relationships with current grantees to support effective grant-making.
- Maintain current RHF partner relationships.
- Ensure all applicants are eligible for funding based on IRS tax law and RHF Bylaws.
- Be one of the primary contacts for partner, stakeholder and grantee relationships with the organization.
- Establish new opportunities for grants by participating in community events, doing research, and working with other philanthropists in the region.
- Work closely with the ED and Trustees informing them of potential partnership and granting opportunities on a regular basis via electronic and interpersonal communications.
- Screen ongoing grant proposals/inquiries to assess fit with the Foundation's interests and funding priorities.
- Prepare written evaluations and funding recommendations for the Trustees consideration
- Foster the application process and helps coordinate with the Grants Manager to ensure due diligence is completed and partners have high levels of contact and service during the grant process.
- Represents RHF at a high level on regional workgroups related to philanthropy.
- Participates in meetings regarding programming and activities around the state as directed
- Occasional other duties on behalf of RHF as assigned

Minimum qualifications

A successful candidate will demonstrate a minimum of 5-7 years experience in each of the functional areas listed below. Additionally, they will embody the following personality traits and personal profile:

- 5-7 years experience working with nonprofits in rural communities.
- Highly developed project management skills, including a proven ability to manage time while working with limited supervision to meet deadlines.
- Comfortable working within Microsoft Office programs; Google Suite and online meeting platforms.
- Ability to take initiative and anticipate information needed by board and staff members.
- A creative problem solver and innovative thinker with the ability to think outside the box and make connections between organizations.
- Excellent interpersonal skills; a team player who is collaborative, creative and demonstrates initiative.
- Excellent written and verbal communication skills, complete with detail and accuracy.
- Ability and willingness to travel regionally and nationally for site visits and meetings.
- Able to serve as a leader while taking direction as necessary;
- People-oriented; a warm personality that loves to make people feel supported and understood.
- Personal qualities of honesty, transparency, integrity, credibility, and a commitment to and passion for RHF's mission and vision.

Desired qualifications

- Bachelor's Degree or advanced degree.
- Experience working with a team enhancing and growing programs to new areas.
- Experience with grantmaking software (Foundant preferred).
- Relationships with nonprofits in rural Oregon
- Fluency in a second language; Spanish is preferred.

Compensation

This is an exempt employee position. Competitive pay of \$60,000-\$80,000 annually, commensurate with experience. RHF provides group health insurance coverage (medical, dental, vision) for eligible employees working an average of at least 30 hours per week, subject to the terms of the health insurance plan.

Relocation stipend may be available.

Background check

Employment is contingent upon successful completion of a pre-employment drug screen, background and driving record check.

Drug testing

All employees may be subject to reasonable suspicion drug and alcohol testing.

Nondiscrimination statement

Our policies and practices provide equal opportunity to all qualified individuals in leadership, staffing and service, regardless of race, ethnicity, national origin, citizenship status, gender, gender identity, sexual orientation, disability, age, religion and any status protected by law.