# Program Analyst, Jewish Charitable

## Crown Family Philanthropies | Chicago, Illinois

POSTED MARCH 17, 2014

## Job Summary

Reporting to the Program Officer of the Jewish Charitable program, acts as CFP representative to grantee organizations in the field of Jewish education, community building, and social services in the US and in Israel.

## Responsibilities

Grantmaking Analysis

* Research candidate organizations for philanthropic giving, managing due diligence and analysis.  Analyze nonprofit organizations to determine fit with CFP’s mission and program areas.  Contribute critical feedback to inform decisions about whether to accept or decline proposals based on established criteria.  Draft invitations to organizations for proposal submission or for grant renewals to organizations that meet specified criteria
* Analyze nonprofit financial statements and operational conditions to determine organizational strength and effectiveness
* Lead site visits, representing CFP to candidate organizations and grantees. Investigate facilities and observe programming and environment in order to provide key feedback on funding recommendations
* Formulate recommendations for grant size
* Organize and attend community, grantee, and funder collaborative meetings as CFP representative

Grant Cycle Management

* Manage development and production of Jewish Charitable Committee book for the Fall and Spring grantmaking meetings, involving Grant Management team as required
* Attend Jewish Charitable Committee meetings prepared to report on findings during grant making analysis and provide additional information related to funding recommendations
* Ensure consistency and standardization in grant review practices across program areas
* Exercise independent judgment regarding managing deadlines, expectations, and level of information shared with grantee and candidate organizations
* Monitor rolling grantee deadlines and verify completeness of applications
* Evaluate grantee progress reports and determine if requirements were met in order to recommend grant payments
* Work with Communications Officer to maintain updated foundation website and library of media, photos, and related programmatic materials
* Prepare and format materials

Family Member Giving

* Based on family member interests, support Program Officer in identifying appropriate giving opportunities, researching organizational strength, and suggesting appropriate gift ranges

## Qualifications

* Mastery of Microsoft Office, particularly Excel and advanced skills in formatting in Microsoft Word; proficiency in MicroEdge Gifts a plus
* Experienced in detailed project management
* Significant knowledge and understanding of issues related to the Jewish Community.
* Excellent oral and written communications skills, including ability to listen and synthesize multiple inputs with sensitivity and professionalism
* Meticulous attention to detail
* Superb organizational skills, including ability to prioritize agendas and manage conflicting needs
* Able to problem solve independently and in groups and react quickly
* Knowledge of nonprofit organizations and nonprofit management.  Grant making/philanthropic experience a plus but not required
* Ability to work independently and as part of a team
* Excellent judgment, interviewing skills, and keen observational skills
* Ability to thrive in a family-centered environment

## Requirements/Other

* Bachelor’s Degree required.   Master’s degree a plus
* 3-5 years work experience

## How to Apply

All qualified candidates should submit a cover letter and resume to [cfpjobs@crown-chicago.com](mailto:cfpjobs@crown-chicago.com).

Crown Family Philanthropies

([http://www.crownfamilyphilanthropies.org](http://www.crownfamilyphilanthropies.org/))