Program Officer - Education, Health and Social Services

Nord Family Foundation | Amherst, Ohio

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**Background**

The Nord Family Foundation is a successor to the charitable trust originally established by Walter G. Nord in 1952. The predecessor organization contributed more than $12 million to a variety of charitable causes between 1953 and 1988. The Nord Family Foundation has contributed more than $97 million to nonprofit organizations with annual distribution of approximately $5 million annually.

*The Nord Family Foundation is an equal opportunity employer, without discrimination because of race, color, sex, age, sexual orientation, marital status, national origin, disability, or any other protected characteristic established by law.*

**Job Summary**

The [Nord Family Foundation](http://www.nordff.org/) seeks a creative and accomplished manager to serve as Program Officer.  The program officer will be responsible for reviewing proposals and developing program initiatives in the fields of education, health and social services for children, youth, and families.  Focus will be on efforts to improve the lives of individuals and families in Lorain County and other geographic areas of continuing interest to the Foundation.  These areas currently include Cuyahoga County, Ohio; Denver, Colorado; Columbia, South Carolina; Boston, Massachusetts; and Penn Yan, New York.

**Reports To**

The position reports to the Foundation's Executive Director.

**Responsibilities**

* Conducting a complete grant review of requests from nonprofits within the foundation’s grantmaking portfolio.
* Arranging and conduct site and field visits in communities supported by the foundation.
* Monitor the progress of projects or programs for which grants have been approved including evaluation of outcome analysis and logic models.
* Assist in the foundation’s grant evaluation process.
* Assist nonprofit organizations in program development and proposal writing.
* Travel to and participate in professional associations and community meetings and regional and national conferences.

**Qualifications**

* Bachelor’s level degree in relevant field. Advanced degree preferred.
* At least ten years’ experience in nonprofit management, preference in a health and social services related field.
* At least five years’ experience with grant writing and budget management.
* Demonstrated ability to think creatively and collaborate with other nonprofit and government-sector entities.
* Excellent writing and oral communication skills.
* Excellent interpersonal skills.
* Excellent supervisory, planning and organizations skills.
* Willingness to carry out the mission of the Nord Family Foundation and its grantmaking.

**Compensation**

This is a full-time position with a generous benefits package.  Salary is commensurate with experience.