

## Position Announcement

### **Program Officer**

#### **The Lumpkin Family Foundation**

The Lumpkin Family Foundation supports organizations pursuing innovation and long-lasting improvements in the environment, health, education, and community access to the arts. Founded in 1953 by a bequest from Besse A. Lumpkin, whose family created what would grow into one of the country's largest privately-held telephone companies, this family-governed foundation is located in Mattoon, Illinois, and has an endowment of \$45 million.

The foundation works in East Central Illinois and in family members' communities across the country. This work exists along a continuum from responsive grant-making to creating programs that spur innovation, foster leadership and organizational capacity, and encourage new approaches.

The foundation seeks a program officer to create and run capacity-building programs for the East Central Illinois' not-for-profit sector, analyze and advise on specific grant requests, and support the active and informed participation of family members in the work of the foundation. The program officer reports to the foundation's executive director.

#### **Responsibilities**

- In consultation with the community and the executive director, design and manage programs to help strengthen the not-for-profit sector in East Central Illinois. Develop budgets and plans as needed. Participate in shaping additional program directions through involvement in the upcoming strategic planning process.
- Serve as a link for the area's not-for-profit community to information and other resources, creating materials and providing referrals or direct assistance as needed. To that end, create and nurture relationships with resource providers and leaders and emerging leaders in the community.
- Design and use evaluation tools to measure the impact of the foundation's programs and grant-making.
- Evaluate and recommend action on grant requests. Prepare grant request summaries, notify grant recipients of board action and communicate with them regularly to provide information and monitor progress. Oversee database of organizations, including applicant and grantee files.
- Represent the foundation in the area's not-for-profit community and in state and national philanthropic communities.
- Engage, inform, and support family members' participation in foundation activities; assist in planning the family's annual foundation meetings; coordinate and support the work of select board committees.
- Cultivate the involvement of and mentor the foundation's young members; facilitate next generation programs.

#### **Qualifications**

- B.A. degree; a minimum of 8 to 10 years' diverse philanthropic and/or not-for-profit experience.
- Strong analytic, programmatic, and mentoring abilities, including the ability to create programs that are effective in meeting the organizational and leadership development needs of the area's not-for-profits.
- Strong communication, relationship-building, listening, and interpersonal skills; fluency with technology and social media; the ability to work well with family members of all ages; to work both independently and collaboratively; and to balance innovation, vision, and systems thinking with focus on detail and follow-through. Available for area and occasional state and national travel. Prior family foundation experience will be a plus.

#### **Personal Qualities**

The successful candidate will be smart, high-energy, thoughtful, and flexible, an active learner with strong organizational skills, a lively interest in the foundation's work, and the ability to work comfortably in the rural Midwest and as the facilitator and enabler of the family's role as agents of change. He or she will welcome the challenge of finding ways to leverage strong family commitment and finite foundation resources to strengthen not-for-profit effectiveness in East Central Illinois. A sense of humor and a constructive outlook are highly valued.

*Selection will be made in February, 2013.*

**The Lumpkin Family Foundation is an equal opportunity employer.**

Further information about The Lumpkin Family Foundation is available at [www.lumpkinfoundation.org](http://www.lumpkinfoundation.org).  
*Those interested in this position may call with questions or send a cover letter and résumé by e-mail to:*  
**[lumpkin@himmelfarbgroup.com](mailto:lumpkin@himmelfarbgroup.com), to the attention of Susan Himmelfarb.**  
**The Himmelfarb Group 708-848-0086 [www.himmelfarbgroup.com](http://www.himmelfarbgroup.com)**