

**Program Officer  
Anschutz Family Foundation  
Position Description**

**Broad Scope and Function:** Responsible for carrying out all staff supporting activities necessary to fulfill the purposes of the grantmaking program of the Anschutz Family Foundation.

**Major Responsibilities**

- Receive, review and screen proposals, inquires and submissions.
- Perform due diligence on proposals, as assigned.
- Conduct site visits, as assigned.
- Prepare summary write-ups of proposals including your observations, analyses, and recommendations and present your reports during the proposal review process to the President of the Foundation.
- Participate in Colorado Rural Philanthropy Days and assist with the initiatives of the Anschutz Family Foundation as assigned.
- Provide technical assistance consultation to specified grantseekers, as assigned.
- Maintain contemporary skills and knowledge within the field of philanthropy.
- Attend meetings of the Colorado Association of Funders, the Denver Funders Forum and other appropriate gatherings.
- Perform other duties, as requested.

**Accountability:** The Program Officer is accountable to the President of the Foundation for the satisfactory fulfillment of the functions and responsibilities of this position.

**Required Skills**

- Excellent organizational skills—needs attention to detail and accuracy.
- Excellent interpersonal skills—works in cooperation with a variety of community members, including potential grantees.
- Excellent communication skills—presents ideas, reports and educational materials to Board, staff, consultants, community representatives, and the public.
- Analytical skills—investigates and problem-solves a broad range of issues.

- Leadership skills—works through interpersonal relationships with Board, staff, consultants, and community members.
- Knowledgeable about the nonprofit sector—works with professional peers.
- Ability to understand and analyze nonprofit financial reports.
- Flexibility—manages several tasks simultaneously

**Minimum Qualifications**

- A Bachelor of Arts degree
- Three years of experience working for a nonprofit
- Competency in the use of technology – computers, Office software, database
- Ability to travel by car within Colorado for site visits (will involve overnight travel) and appropriate meetings
- Familiarity with Colorado communities and rural issues is preferable, but not required.

**If interested:**

Submit a cover letter, resume, and three references by close of business on **June 30** to the Anschutz Family Foundation, 555 17<sup>th</sup> Street – Suite 2400, Denver, Colorado 80202. Hard copy of your materials is preferred, but email is acceptable. Please, no phone calls or email inquiries.