

## Program and Grant Officer

The Raskob Foundation is an independent, private family foundation. Founded in 1945, the Foundation is proud of its legacy of grant making and philanthropic activity in service to the Catholic Church and institutions and organizations identified with it. Currently, five generations of family members continue the vision established by its founders, John and Helena Raskob. We are currently looking for an experienced Program and Grant Officer who thinks strategically, works collaboratively, and pursues innovative solutions to join our team as we implement a new strategic plan in support of the mission and vision of the Foundation.

**\* Remote work due to COVID-19 until a phased approach to returning to the office has been established adhering to COVID-19 workplace safety guidelines. \***

### **Position Description**

*The Program and Grant Officer leads the grant making and philanthropic programs of the Foundation. S/he contributes to the long-term vision of the Foundation and the implementation of its strategic initiatives through the design, development and implementation of policies and procedures to manage existing and new grant programs and the philanthropic activities of the Foundation. The Program and Grant Officer reports to the Executive Director.*

### **Responsibilities**

#### **Strategic Development:**

- Collaborates with Board, Committees and Staff to design, develop and implement processes and systems to support the mission and strategic initiatives of the Foundation
- Collaborates with Executive Director and Strategic Oversight Committee to manage implementation of strategic plan and its current and future initiatives

#### **Program Development:**

- Collaborates with Board, Committees and Staff:
  - to develop, implement and scale new grant and philanthropic programs
  - to develop philanthropic partnerships to maximize the impact of Foundation programs
  - to develop evaluation processes appropriate for grant making and philanthropic programs

#### **Grant Management:**

- Collaborates with Grant Administrator and Associate(s):
  - to manage all grant-related committees and facilitate their activities
  - to develop grant management-related policies, procedures, documents and correspondence
  - to identify trends and reporting to support needs of responsive and strategic committees
- Participates on the staff compliance committee

#### **Education and Organizational Research:**

- Develops educational opportunities and facilitates convenings on topics related to philanthropy, the Catholic Church and its ministries
- Develops systems to share organizational learning among Foundation Membership, Staff, and applicants
- Conducts research and due diligence on prospective grantees in collaboration with Board and Committees
- Conducts organizational due diligence on fiscal agents for International Grant Program
- Accompanies Members on organizational site visits
- Develops opportunities for Members to engage with organizations
- Collects, analyzes and shares data on best practices, as well as current trends in the broader philanthropic sector
- Collaborates and assists in planning educational programs and opportunities for RFCA Members and Staff

#### **Meetings, Professional Development and Other Activities:**

- Meets with potential applicants and organizational representatives
- Maintains an open, ongoing relationship with grantees, other funders, Members and Staff
- Participates in and assists in preparation for Board of Trustees, Committee and Membership meetings
- Participates in and attends meetings, conferences, symposia, etc., which are beneficial to the Foundation's grant programs and philanthropic activities
- Participates in professional education and development opportunities
- Assumes added duties and responsibilities as required/requested by Executive Director

### ***Desired Qualifications***

- 10 years or more experience in non-profit, program and grants management
- Minimum 4-year college degree
- Familiarity with structure and practices of Catholic Church and its ministries
- Experience with or training in non-profit or family organizations
- Knowledge of and familiarity with strategic planning and evaluation processes for nonprofit organizations
- Demonstrated ability to implement or scale grant programs, particularly programs focused on innovation in grant making methods or projects
- Experience designing and/or overseeing impact evaluation strategies for grant making

### ***Desired Characteristics***

- Strong motivation to creatively implement vision and mission
- Strong planning, management, organizational and team building skills
- Patient and compassionate listening and leadership skills
- Participative, inclusive, collaborative approach to management
- Exercises confidentiality and discretion regarding matters related to applicants, staff, and family members
- Communicates in an articulate and pleasant manner, both verbal and in writing

### ***Requirements***

- Position is based in Wilmington, Delaware – working at office/home flexibility
- Ability and willingness to travel, locally and within the U.S. as well as internationally
- Participation in weekend and evening Board of Trustees, Committee and Membership meetings

### ***Benefits Package***

- Paid Time Off program
- Health Care, Dental, Vision, Short- and Long-Term Disability, and Term Life Insurance
- Tax-Deferred 401(k) Retirement Program – includes Employer discretionary and matching contributions
- Worker's Compensation Insurance
- Retiree Medicare Supplemental Insurance

### ***To Apply***

***For interest and consideration, please apply directly to the online job posting - <https://www.indeed.com/job/program-and-grant-officer-nonprofit-foundation-427d86a088770483>***