



The Clowes Fund, a family foundation, seeks to enhance the common good by encouraging organizations and projects that help to build a just and equitable society, create opportunities for initiative, foster creativity and the growth of knowledge, and promote appreciation of the natural environment. We pursue these goals by awarding grants in three areas: the arts, education and social services. We also recognize the special value of efforts that create links among these areas. The Clowes Fund has a special interest in supporting projects that strengthen the communities in which Clowes family members and the foundation's directors live and work.

PROGRAM OFFICER POSITION DESCRIPTION

Qualifications: The qualified candidate will have experience working with a foundation or other grantmaking organization; must be a resident of the greater Indianapolis area with community knowledge; must have demonstrated strong organizational, analytical, written and oral communications skills, as well as a desire to serve; must have the ability to work effectively and creatively both independently and as part of a small bi-state team. Experience with Indianapolis-area immigrant communities is a plus. Must be a life-long learner with at least a baccalaureate degree.

Accountability: The Indianapolis-based Program Officer reports to the Executive Director in Massachusetts and is accountable to directors, committees (e.g., grantmaking policy committee, Indiana grants committees), members, colleagues and grantees for the satisfactory fulfillment of the functions and responsibilities of this position.

Duties and responsibilities: This position includes responsibility for managing The Clowes Fund's Indianapolis grantmaking, administering the Members and Directors and Employee matching grants programs and supporting the ongoing evolution of this family foundation. The Program Officer will:

1. Comply with and contribute to the development of the Fund's grantmaking processes and policies.
 - a. Consult with grantees, read their files via the Fund's web-based grants management system, confer with the Executive Director as needed to provide and document guidance.
 - b. Hone knowledge about the assets, needs and vulnerabilities of the communities served by the Fund.
 - c. Confer with the Executive Director and the chair of the Indiana Review Committee to guide the Indiana grantmaking program.
 - d. Perform site visits throughout Indianapolis.
 - e. Review proposals and make funding recommendations for assigned portfolio, which may include other regions.
 - f. Administer the Fund's participation in the Summer Youth Program Fund (SYPF) Collaboration.
 - g. Read and acknowledge grantee self-evaluation reports as assigned, which may include other regions.
 - h. Be a perpetual and self-directed student of philanthropy, especially family philanthropy.
 - i. Keep current on grantmaking trends and best practices for family foundations and for the Fund's stated fields of interests.
 - j. Be the face of The Clowes Fund in Indianapolis.
2. Administer the Members and Directors and Employee matching grant programs.

3. Initiate, and as directed, research and develop special reports and data analyses.
4. Contribute to the Fund's communications tools such as website and e-newsletter.
5. Help engage fourth and fifth generation Clowes family members with the Fund's mission and vision.
6. Adhere to the highest ethical standards and maintain professional discretion.
7. Comply with and contribute to the refinement of the Fund's operational processes and governing policies.
8. Travel to New England and other locations occasionally.
9. Perform other tasks as needed within a lean, multi-tasking team.

Classification: Exempt professional, regular, fulltime.

Salary and benefits: Salary is commensurate with responsibilities. Industry survey data is used to set comparative salary range. Benefits include a stipend in lieu of health benefits, generous paid time off, a matching gifts program and retirement contributions as set forth by the Personnel Policy.

E-mail a statement of interest and qualifications with resume to staff@clowesfund.org by February 28, 2021.

The Clowes Fund is an equal opportunity employer.