



**MCKINNEY
FAMILY
FOUNDATION**

**Program Officer
Job Description**

About the McKinney Family Foundation

The McKinney Family believes environmental sustainability is the key to the future of Indiana. Therefore, the McKinney Family Foundation is committed to building an environmentally sustainable future for every Hoosier. Through strategic partnerships, MFF advocates for environmental justice, seeks to conserve natural resources, and empower Indiana communities to live in a healthier, more prosperous, and more sustainable manner. We envision an environmentally sustainable future for all Hoosiers achieved through inclusive democracy, strategic collaboration, and our resolute commitment to equitable climate solutions. MFF strives to be the foremost catalyst for environmental advocacy, progress, and leadership in Indiana.

The Opportunity

The McKinney Family Foundation is committed to high-quality service to the board of directors, grantees, partner organizations, stakeholders, and peer funders. The Program Officer will serve as a thought partner to the Executive Director and provide program management support, administrative assistance, research, and impact analyses for the MFF grant program. The Program Officer will perform additional support tasks as assigned. The position is a full-time, hybrid position.

Essential Duties

- Support the Executive Director to develop grant recommendations, assess current grant initiatives, review proposals and budgets, and coordinate learning opportunities aligned with strategic framework.
- Coordinate with Executive Director to support and lead portions of effective, dynamic board and committee meetings.



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- Collaborate with peer grantmakers to increase investment in Indiana nonprofits and build upon MFF's strategies. Develop and maintain deep relationships with diverse stakeholders, working closely with grantees, funders and other external stakeholders to maximize impact on systems change. Understand best practices and identify immediate and long-term needs.
- Establish and/or maintain diverse issue area expertise across the grants program. Identify and bring in experts to inform strategic impact and educate the board.
- Collaborate with the Grants Administrative Associate to prepare materials for Committee meetings and Board meetings, including grant summaries, progress reports, grants dockets, meeting minutes, and additional content as assigned.
- Collaborate with the Grants Administrative Assistant to guide grantees through the grant approval process and through strategic review and decision-making.
- Research, interview and analyze nonprofit organizations to determine alignment with MFF's strategic priorities; invite proposal submissions when applicable.
- Contribute critical feedback to inform decisions on whether to accept or decline proposals based on established criteria.
- Analyze nonprofit financial statements and operational conditions to determine organizational strength and effectiveness. Formulate recommendations for grant size and term.
- Conduct analyses on grantee organizations and grant outcomes. Provide input into the design of data collection tools and the development of narrative and oral presentations resulting from analysis. Develop and maintain frameworks to evaluate impact of grants.

Qualifications

- 10 Years of Experience in philanthropy, nonprofit, or higher education organizations working on program-related issues in the environmental or policy sectors.
- Combination of education and experience equivalent to a bachelor's degree. Master's degree preferred.



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- Demonstrated passion and commitment to the Foundation’s mission, vision and values including racial and environmental justice, clean energy and climate-related issues.
- Demonstrated ability to set clear goals and develop and implement metrics to measure outcomes.
- Customer service orientation, interpersonal skills, and ability to build trusted, reliable relationships.
- Understand impact of their work on others and adapts to change effectively and collaboratively.
- Can manage multiple projects simultaneously with various stakeholders and deadlines.
- Strong written and oral communication skills. Able to provide clear and relevant information to a variety of internal and external audiences.
- Superb organizational skills including ability to prioritize agendas and manage conflicting needs and a high level of demonstrated accuracy and attention to detail.
- Proactively approach work, identify problems, and seek solutions.
- Growth mindset with an eagerness to receive feedback and seek opportunities to grow with the position as the Foundation’s needs evolve.
- Able to work in and foster an inclusive environment working as part of a multidisciplinary team and work effectively with persons from diverse cultural, social, and ethnic backgrounds.
- PC skills with Microsoft Office Suite, Excel, MS Teams, Outlook, Dropbox and Google Docs and Sheets. Ability to schedule and facilitate meetings through teleconference platforms like Zoom.

Work Environment

The Program Officer will perform work duties from a home or remote office and therefore will require access to stable internet. Specific physical abilities required by this job include operating basic office equipment. Will be required to attend meetings, both on-site and off-site, via phone or videoconference. Limited airline travel required. The nature of the work has frequent interruptions, contact with the public and clients, and performance of repetitive tasks. While the



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employee may be required to work beyond normal working hours, MFF strives for staff to maintain a healthy work-life balance.

Compensation

- Salary commensurate with education and experience. Salary range is \$75,000-\$85,000
- Competitive benefits

McKinney Family Foundation seeks to provide employment opportunities that are equitable and a working environment that is inclusive for all employees. All qualified candidates will receive equal consideration without regard to race, gender, age, ethnicity, religion, sexual orientation, or any other status protected by law. We especially encourage applications from women, people of color, LGBTQ, trans and non-binary people, and people with disabilities.

To Apply

Submit a cover letter and resume to angelica@mckinneyfamilyfoundation.org. All materials must be submitted as PDF or Word documents.