



## Education Program Officer

### **About The Weld Trust (“TWT”)**

The Weld Trust’s mission is, “To promote excellence in health and education in Weld County. “We are a health conversion foundation whose beginnings came from the sale of North Colorado Medical Center in Greeley, Colorado in October 2019. TWT exists as a Supporting Organization to the North Colorado Medical Center Foundation. The two organizations have mirrored Missions and Boards. The NCMC Foundation does fundraising that benefits healthcare causes in Weld County, Colorado.

TWT is currently very young as a philanthropic foundation and has recently undergone a comprehensive strategic planning process. We have identified 7 key initiatives in health and education: Childhood Literacy, Access to Resources (K-12), Workforce Development, Housing Stability, Food Security, Behavioral Health, and Healthy Habits.

**About the Position:** Program Officers develop and manage portfolios of grants that advance the key initiatives within the funding areas defined by TWT. Responsibilities include building strong relationships with nonprofits and other stakeholders in the community, conducting outreach to identify strategic grant opportunities, analyzing and summarizing grant requests, and formulating grant recommendations for committee and board consideration.

The position is also responsible for developing expertise in assigned funding areas supported by TWT, managing all relationship and logistical aspects of grants through the grant cycle, and evaluating effectiveness. This position works as a team with other Program Officers and leadership who collaborate closely on high-impact, strategic grantmaking.

### **Duties and Responsibilities:**

#### ***Knowledge of Funding Areas***

- Maintains current and in-depth knowledge and resource materials regarding trends, innovations, policy developments, sector practices, community needs and issues, specific to the areas of Childhood Literacy, Workforce Development, and eliminating barriers to access to resources for K-12 students.
- Actively seeks out and develops relationships with organizations and individuals who are having the deepest impact in TWT’s areas of focus.
- Stays up to date on current and anticipated socio-economic environments and changing demographics.
- Participates in external networks, affinity groups, community meetings and other events that support organization-wide objectives.

#### ***Communicates with the Public***

- Communicates the TWT’s values, objectives, priorities and grant review process to nonprofits and others in the community by actively engaging in professional and supportive relationships.
- Helps grant seekers understand if they would be eligible for funding. Gives guidance in how to apply and about the Inquiry process.
- Responds to telephone inquiries and emails within 1 to 2 business days.

### ***Opportunity Evaluation***

- Synthesizes material and focuses quickly on the essence of an issue, identifies opportunities, and sees the big picture.
- Analyzes grant requests to determine their alignment with TWT values, merit, fit, and impact within the TWT's objectives.
- Formulates data-driven recommendations for funding, assimilating a complex variety of information from grantees, site visits, external research and resources including the operational health of the organization.
- Coordinates grant recommendations within the context of current target allocation amounts, collaborating closely with management and team members.
- Prepares accurate and coherent written summaries of grant proposals and the rationale behind the grant recommendation for consideration by a grants committee or the Board of Directors.
- Is proficient with understanding of how to review a grantee's financial statements to assess the organization's overall financial health.
- Attends all grant committee meetings and is prepared to present grant proposals and respond to questions. This includes being available during Board meetings for grants being reviewed by the full Board.
- Maintains complete grantee files in the Grants Management System including notes of conversations and visits.

### ***Portfolio Management***

- Actively manages and regularly evaluates the portfolio of grants in a particular funding area to understand the collective framework of the TWT's grant investments, identifying any areas of overlap and/or opportunity.
- Maintains knowledge of the portfolio's allocation throughout the grantmaking year.
- Collaborates with Grants Manager to maintain workflow activities in the Grants Management System on a timely basis.
- Monitor's performance of grant partners, observing trends and progress, keeping leadership informed.
- Contributes to Board executive summaries to present mid-term and final reports.

### ***Relationship Management***

- Manages grant partner relationships throughout the grant request and grant term, including use of a grants management information system.
- Maintains a relationship with grantees and communicates throughout the grant term to monitor progress.
- Participates in meetings, key grantee events and fundraisers, and community activities, to further foster grantee relationship.

### **Qualifications**

- Bachelor's degree with 5 years of successful work experience in business, nonprofit, or a foundation or 7 years of successful work experience in the same, with specific exposure to current issues in education.
- Excellent analytical skills and ability to work with budgets and financial statements.
- Excellent attention to detail balanced with a strategic perspective.
- Excellent ability to conduct and compile research and apply it strategically.
- Excellent communication skills including written, verbal, and presentational.
- Demonstrated ability to achieve deadlines and manage changing priorities.
- Ability to represent the organization and its work in a highly competent and professional manner both internally and externally.
- Expert level of knowledge of the Microsoft Office suite (Excel, Outlook, Power Point and Word), Internet research, relational database, familiarity with CRM software

Reports to the Director of Education Grants

Annual salary range \$65k - \$95k