



Programs Officer

Position Description

About the SouthCoast Community Foundation:

The mission of the SouthCoast Community Foundation is to mobilize philanthropy by matching donors and resources with community needs for the benefit of our region.

The Foundation manages more than 200 funds ranging in size from \$10,000 to nearly \$9M with total assets of more than \$45M, and grants and scholarships, in a typical year, of nearly \$4M. These funds include donor-advised, scholarships, field of interest, fiscal sponsorship, and agency endowments.

Founded in 1995, the Foundation proudly serves 41 cities and towns throughout Southeastern Massachusetts with a strong focus on New Bedford and Fall River.

Description of Position:

The SouthCoast Community Foundation is looking for a Programs Officer who is eager to be part of a team mobilizing an innovative approach to improving people's lives on the South Coast. This role is a unique and exciting opportunity for someone to join a dynamic, growing, and community-based nonprofit organization. The successful applicant will manage a well-established suite of programs to an entirely new level through two focus areas: education and economic opportunity.

Working as part of a team, the Programs Officer is responsible for the development, execution, and administration of the Foundation's grantmaking programs and related activities. These activities include connecting with nonprofit organizations, volunteer management for grant review and selection, management of fund distribution, and grant evaluation and reporting.

Key Responsibilities:

The Programs Officer will be a community connector with a proven track record of promoting social justice and racial equity. The successful candidate will use this background to oversee the grantmaking process and spend time in the field to understand the sectors served and each nonprofit's particular delivery model. He/she/they will measure and evaluate the effectiveness of grants and programs, use a data-informed approach to adjust program offerings, respond to current trends, identify emerging needs, define best practices, and share findings with constituents.

Education and Economic Opportunity

- Develop and activate a network of key community partners and stakeholders
- Work with Donor Associate to manage donor fund grant rounds
- Support the Community Foundation Board's educational initiative, specifically focused on early childhood education and care and college and career readiness
- Collect data to measure plan progress toward the intended outcomes and impact
- Provide administrative support to the scholarship process when needed

Grants Management:

- Manage grants from discretionary, donor-advised, and field of interest funds
- Create and manage the system for attracting applicants to grant funds
- Work with nonprofits to design applications that meet their needs

The Programs Officer also provides necessary support to two Board of Directors Committees: Education and Grants.

This full-time, exempt position reports to the Director of Engagement and is based in New Bedford with occasional travel to the Fall River office and throughout the South Coast region.

Other Responsibilities:

- Facilitate and maintain a strong network and presence in nonprofit community
- Attend Foundation events occasionally outside normal work hours
- Assure integrity of data (Community Suite, GLM, SLM, and other) related to assigned grant programs
- Other duties as required or assigned.

Minimum Requirements:

- Bachelor's Degree or equivalent job experience
- Community-oriented experience preferred
- Fluency in Portuguese or Spanish preferred
- Experience with the Microsoft Office Suite and data management as well as the ability to utilize the Foundation's software packages
- Experience working with boards and committees in nonprofit organizations

Skills/Qualifications:

- Ability to manage many deadlines, projects, and relationships
- Exceptional abilities in oral communication, presentations, and persuasive writing
- Strong organizational skills
- Provide a very high standard of service and integrity
- Exercise discretion with highly sensitive and confidential information

Working Conditions: Normal office conditions, including support for remote work access.

Application Process: Please email your cover letter, including salary requirement, and resume to kheard@southcoastcf.org. We are only considering applications submitted through email. Please name your documents as follows: LAST NAME – RESUME and LAST NAME - COVER LETTER.

Applications will be accepted on a rolling basis until the position is filled. No phone calls, please.

The SouthCoast Community Foundation is committed to the principles and practices of equal employment opportunity and to compliance with all federal, state, and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, nation origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status, or liability for service in the United States Armed Forces.