

## **Program Officer, Staunton Farm Foundation - Pittsburgh, PA**

Posted: 9/14/09

### **Job Purpose:**

This position is responsible for implementing specified areas of The Staunton Farm Foundation's grantmaking program; analyzing grant evaluations; monitoring grants and outcomes; working with the Board Chair and Executive Director; and serving as a technical liaison to the public to ensure the Foundation's mission and priorities are accurately communicated. This position reports to the Executive Director.

### **Responsibilities:**

#### Grantmaking (40%):

- Perform research in a given field, working on a conceptual framework and grantmaking strategy within that field, and handling proposals consistent with the overall grantmaking strategy.
- Write and present reports to the Board about evaluations and outcomes.
- Generate and review proposals seeking funding.
- Arrange site visits to investigate programs being considered for funding.
- Prepare presentations of proposals being recommended to the Board for approval for funding.
- Monitor and evaluate funded projects.

#### Grant Evaluation and Monitoring (30%)

- Implement the grant evaluation tool.
- Provide follow-up support and monitoring to grantees.
- Evaluate the tool to assess effectiveness and refine as needed

#### Research and Communications (20%)

- Research thoroughly a given field of interest to develop knowledge of both local and national trends and programs.
- Participate in local, regional, and national organizations, increasing visibility and providing opportunities for the Program Officer to enhance personal knowledge and expertise.
- Take minutes at Board and other meetings

#### Outreach (10%):

- Establish and maintain effective professional relationships in the field; keep abreast of new concepts, ideas, resources, and services of professionals, as necessary, in order to provide accurate and thorough recommendations.

- Assist with preparation and writing of annual report and provision of public information about the Foundation.

**Minimum Qualifications:**

Bachelor's degree, with an advanced degree in a related field preferable. Knowledge of behavioral health strongly preferred. Five to seven years experience in grantmaking or non-profit field. Must have excellent analytical, research, writing, and presentation skills.

**TO APPLY:** Resumes can be sent to: [office@stauntonfarm.org](mailto:office@stauntonfarm.org)

*Please mention that you heard about this opportunity from Dewey & Kaye Jobs Watch in your cover letter when applying for this position.*