



**The Greater Tacoma Community Foundation
Job Description**

Job Title: Senior Program Officer	Date Prepared: March 2017
Incumbent Name:	Department: Program
Position Reports to (Title): VP, Grants & Initiatives	FLSA Status: Exempt
Roles that Reports to this position: None	

About Greater Tacoma Community Foundation:

Created in 1981 by a group of nine caring and compassionate community members. Greater Tacoma Community Foundation (GTCF) has grown from one gift of \$10,000 to a robust organization supporting thousands of nonprofits partners in the South Puget Sound. In 35 years of operation, GTCF has provided more than \$100 million in grants to the Pierce County community due in part to the generosity of donors.

GTCF has helped hundreds of social entrepreneurs and nonprofit leaders reshape Pierce County through arts and culture, basic needs services, education, after-school programs for youth, environmental initiatives, empowerment opportunities for women and girls, and much more.

GTCF's focus is making a measurable impact on key community issues through collaborative efforts.

Our Team:

We are a relatively small but mighty team of 14 professionals who are committed to delivering the highest quality philanthropic services for our donors and nonprofit partners. Our values guide our decision-making and our strategies ensure we are intentional in maximizing our efforts to serve people with diverse ideas, cultures and backgrounds in meaningful ways. If you look at community like a potluck, we are the kitchen table that brings everyone together and supports all the dishes.

We value people with open hearts and open minds who can create a warm, inviting and transformational experience for everyone. We envision our work creating a thriving Pierce County community.

Mission:

Fostering generosity by connecting people who care with causes that matter, forever enriching our community.

Vision:

Greater Tacoma Community Foundation (GTCF) visualizes Pierce County as a vibrant, compassionate, and beautiful community where people collaborate to provide personal, organizational, and environmental prosperity. GTCF will be a leader in the realization of this vision by providing expertise, innovation, and inspiration for community members to connect personal and family values with powerful long-term community impact through philanthropy.

Values:

Innovation, Collaboration, Integrity and Community

Job Purpose: How this job/role impacts overall success at Greater Tacoma Community Foundation (GTCF).

The Senior Program Officer (SPO) is responsible for leading the ongoing development and implementation of all youth/expanded-learning funding and activities. This position will also support cross-sector collaborations for the Tacoma Social Emotional Learning (SEL) “second shift” strand of The Whole Child initiative.

The SPO will convene partners to ensure ongoing coordination, monitor internal and external grant timelines and deliverables, establish continuous learning cycles, and identify adaptive processes as needed to promote success. The SPO will monitor their program budget, grants portfolio, grantee relationships, grant progress and expenditures, and reporting.

Ideal Qualities

- Compassionate, sense of fun, and a commitment to doing the highest quality work
- Openness and comfort working with ambiguity and change
- Ability to be creative, flexible, and nimble in a rapidly changing environment

Key Job Functions:	% of Time Spent on Function on an Annualized Basis
1. Leadership role in working with organizations, grantees, expanded learning leaders, and other foundations to address critical issues in Pierce County as a thought leader, alliance builder, and strategist	60%
2. Support GTCF role as an incubator for building a sustainable cross-sector Out of School Time system	20%

3. Design and build learning agendas and identify convening & learning agenda opportunities. Provide technical assistance as appropriate to build capacity and support (grantee) success.	10%
4. Work collaboratively with other members of the GTCF team, including cross functional team meetings.	10%

Primary Roles & Responsibilities:

Leadership Role

- Provide ongoing strategic analysis of local, state, and national youth, social-emotional learning, and expanded-learning trends; prepare presentations and reports for both internal and external audiences on topics related to the portfolio and the field.
- Cultivate and maintain contact with youth-serving organizations throughout Pierce County; stay informed of community issues and events, and ensure GTCF presence as appropriate.
- Communicate with existing SEL Initiative project stakeholders and help build new relationships for the project in Tacoma and Pierce County, including with community providers, public and private funders, and local policymakers.
- Provide active leadership in seeking resources and attracting other funders to support GTCF youth efforts.
- Represent GTCF in public arenas and forums to advance program strategy, including serving on relevant community committees, attending events, and participating in funder collaboratives.
- Lead the development and implementation of all youth/expanded-learning grantmaking and other youth initiatives at GTCF, identifying levers for impact, setting goals and objectives, and aligning grantmaking (or GTCF tools/resources) in support of those goals.
- Play a leadership role in working with grantees, local youth/expanded-learning leaders, other foundations and allies to address critical youth issues in Pierce County as thought leader, alliance builder, and strategist.

Support GTCF

- Direct GTCF’s role as an incubator for the Tacoma SEL Initiative, a partnership project of the GTCF, Tacoma Public Schools, Graduate Tacoma, UW-Tacoma, and School’s Out Washington.
- Manage SEL Initiative implementation grants, convening partners to ensure ongoing coordination, monitoring grant timeliness and deliverables, establishing continuous learning cycles, and adapting processes as needed to promote success.
- Develop, coordinate, and monitor GTCF’s youth grant portfolio, including due diligence, financial reviews, site visits, compliance with applicable rules and regulations, and evaluation.

Design and Build

- Provide technical assistance as appropriate to build capacity and support grantee success including strategies and support for communities of practices and other networks.

Work Collaboratively

- Educate board members, staff, and other stakeholders regarding challenges and opportunities for advancing youth, social-emotional learning and expanded-learning opportunities in a compelling way.

Skills Required/Experience

- Bachelor's Degree required, graduate degree preferred.
- At least seven years' experience in philanthropy, program, or nonprofit management.
- Demonstrated success in developing strong collegial collaborations and partnerships across sectors with diverse constituencies and communities, including civic, business, and government leaders.
- Strong knowledge of the role of foundations in the nonprofit sector, with substantial work experience in a nonprofit environment and ideally in grantmaking.
- Demonstrated ability to take initiative and manage projects, improve processes and procedures, and work well with minimum direction.
- Strong written and oral communication skills, including the ability to write clearly, analytically, and persuasively in plain language that is accessible and inspiring.
- Ability to synthesize large amounts of information, frame details in the context of the comprehensive situation, step up to a high conceptual level, recognize levers for change, and create an actionable path forward.
- Ability to develop goals and a roadmap to achieve them that includes both strategy and execution, using GTCF's assets, relationships, knowledge, and reputation to best use.
- High standards of integrity and confidentiality in all relationships with Board, staff, volunteers, grantees, colleagues, and community.

Cultural Requirements

Each employee of the Greater Tacoma Community Foundation is an essential part of the whole. We are in the business of helping people and our community and how we interact with each other and build our internal community matters greatly. Each role also supports our overall mission to provide philanthropic expertise, innovation, and inspiration within Pierce County.

As such, each employee of GTCF is expected to:

- 1) Work with integrity and respect toward:
 - a. One another
 - b. Our donors, volunteers, and the diverse communities with whom we interact
- 2) Offer a superior level of customer service
- 3) Provide a welcoming environment
- 4) Communicate and collaborate across the organization
- 5) Give, and should expect to receive, clear expectations
- 6) Work with an eye toward innovation and intellectual contribution
- 7) Take personal responsibility for the accuracy and completeness of his/her own work
- 8) Offer and request assistance to and from fellow employees in reviewing work for accuracy

APPLICATION PROCESS

- A cover letter describing why this role is aligned to your background, skills and interest
- Current resume
- Materials are to be submitted via email - hr@gctcf.org
- Position is open until filled; first reviews of applications will occur March 31, 2017
- References will be requested from final candidates

GTCTF is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.