



JOB DESCRIPTION

Title:	Program Officer
Reports to:	Executive Director
Type:	Part-time (20 hours/week) Non-Exempt
Location:	Charlotte, NC (Hybrid)

Overview

The Belk Foundation is a family foundation that invests in public education, specifically K-3 achievement and excellent teachers and leaders. It serves as the public expression of gratitude and commitment shown by the family that created the Belk department store organization. The Foundation awards grants in Charlotte and also considers select state-level initiatives in North Carolina.

Position Summary

The role of Program Officer is responsible for providing strategic input to the Foundation's operations while supporting the evaluation and grantmaking to nonprofit partner organizations in our focus areas within education. The Program Officer will report to the Executive Director and should be experienced in all aspects of the grantmaking process including reviewing applications, making site visits, conducting due diligence, and preparing written analysis and funding recommendations. The Program Officer will also build public awareness of the mission and grantees of the Foundation. The person will also cultivate and identify potential grantees through research, networking, community involvement and building relationships within Charlotte Mecklenburg and across the state of North Carolina. This person must be exceedingly well-organized, flexible, and enjoy the challenges of an active, mission-focused, lean organization.

The position is 50% strategic and programmatic, 20% communications support, 20% administrative and 10% other duties. Major responsibilities/essential functions include:

1. Support the Foundation's goals by providing strategic operational support and managing all aspects of the grant process for a portfolio of grants including reviewing applications, facilitating the evaluation process, utilizing the online grants system, and conducting grant process reviews to increase efficiency and value for applicants and the selection committee.
2. Support the continuous improvement of the Next Generation Advisory Group strategy and execution to effectively engage the group in the mission and operations of the Foundation.
3. Lead the letter of inquiry process, research, and make recommendations for new grantees.
4. Assist the Executive Director and Board Chair with public speaking and public engagements by drafting speaking notes, preparing visual presentations, and presenting materials as requested.
5. Support the coordination of all Board and Grantee meetings, this includes preparing materials, communicating with attendees, creating reports, as well as logistical planning.

Job Requirements and Qualifications

Behavioral and Personal Traits:

- Highest expectations for personal and organizational standards and achievement.
- Excellent interpersonal skills with coworkers, Board, and grant seekers/recipients.
- Exceptional organizational and multi-tasking skills; Attention to detail is essential.

- Strong sense of self-confidence, self-awareness, and keen judgment when facing multi-faceted issues.
- A calm and caring personal style, along with the ability to function as a unifying force who functions well in a small staff environment.
- Work proactively with the ability to prioritize responsibilities in a fast-moving and rapidly changing environment; Manage interruptions graciously and effectively.
- Self-starter and independent work style with the ability to partner and collaborate with the Executive Director, other team members, and consultants.
- Understand the importance and commitment to practicing confidentiality.
- Genuine curiosity and interest in the mission of the Foundation and its grantees; commitment to continuous learning.

Management Practices & Business Applications:

- Strong critical thinking, strategic thinking, analytic, management, and leadership skills.
- Good judgement and ability to manage complex local and statewide partnerships.
- Superior written and verbal communication skills.
- Strong initiative and problem-solving skills.
- High degree of detail-orientation and precision.
- Self-starter who manages their own time and understands the priorities of the work.

Position Requirements:

- Bachelor's degree required; Master's degree in non-profit management or related field preferred.
- 5-7 years of professional work experience in the nonprofit, philanthropic, and/or education sectors.
- Knowledge of Charlotte-area and North Carolina education history, systems, organizations, leaders, and communities preferred.
- Knowledge of philanthropic financial and legal responsibilities including familiarity with private foundation approaches, requirements, and processes preferred.
- High proficiency in Microsoft Office, research skills and community relations.

Work Environment:

This job is a hybrid position that provides the flexibility for staff to work in person for part of the week and the option to work remotely on other days. Our offices are in the SouthPark area of Charlotte, NC.

Travel:

This position requires some local travel to meetings and grantee site visits. Very minimal out-of-town travel is required for conferences and bi-annual out-of-town Board meetings.

Compensation and Benefits

Pay Rate is \$45/hour.

Starting salary is \$46,800 for 20 hours/week.

Benefits include retirement match; sick, holiday and vacation pay; parental leave; and professional development opportunities.

To apply, please submit your resume and a cover letter to info@belkfoundation.org. We encourage applicants that represent the diversity of the Charlotte area and North Carolina.

Please visit [The Belk Foundation](http://TheBelkFoundation) to learn more about our mission and strategic priorities.