



Position Title: Program Officer for Economic Mobility and Civic Engagement

Team: Community Leadership

Reports to: Director of Grants and Community Impact

FLSA: Exempt

### Position Summary

The Program Officer for Economic Mobility and Civic Engagement is a member of the Community Leadership Team and is responsible for leading the economic mobility portfolio of the Foundation's grant making strategy. This also includes grants management, grants evaluation, and grants implementation. The Program Officer for Economic Mobility and Civic Engagement works to ensure that the Foundation's grantmaking related to the economic mobility portfolio is effectively carried out and is in alignment with the Foundation's vision, mission, values, and theory of change.

The Program Officer for Economic Mobility and Civic Engagement also plays a unique role in connecting the community as a convener, bringing people together from all sectors around issues and opportunities. Additionally, s/he is responsible for leading designated strategic initiatives and partnerships. This position represents the Foundation in community meetings and establishes and maintains effective relationships with area not-for-profit organizations and donors. This position is housed in the Robert Hett Chapman III Center for Philanthropy (CFP) on the Campus of The Spartanburg County Foundation.

### SPECIFIC RESPONSIBILITIES:

*Listed below are major duties and responsibilities of this position. It is not designed or intended to cover or contain a comprehensive listing of the activities, duties, or responsibilities of the employee.*

### **Grant making**

- Serves as lead contact for the Foundation's grantmaking for economic mobility and provides technical assistance to nonprofits.
- Actively participates as a member of the Community Leadership Team in setting grantmaking priorities and ensures that the Foundation's grantmaking strategy is aligned with the mission and vision of the Foundation.
- Provides clarification of Foundation priorities and grantmaking strategy related to economic mobility to grantseekers and grantees.
- Reviews grant applications within the economic mobility portfolio, conducts due diligence (including site visits), and prepares/presents written and oral analyses of grant applications for the portfolio to which s/he is assigned.
- Prepares and presents written and oral analyses of grant applications in the economic mobility portfolio to the Community Leadership Committee and/or other Foundation constituents.

*This is not a contract. No information in this document will alter the At-Will Employment Relationship.*

*Program Officer for Economic Mobility and Civic Engagement Description*

*Updated: December 17, 2021*

- Prepares award letters, declination letters, and contracts for each grant in the economic mobility portfolio.
- Monitors receipt of grant reports within his/her portfolio, including expenses and revenues, and follow-up with grantees.
- Facilitates the grants management of the President's Discretionary Grants through the established communications protocols.

**Community Leadership**

- Provides thought leadership for SCF's economic mobility efforts to increase social capital in the greater Spartanburg Community.
- Identifies and builds relationships with the public, private, and nonprofit sectors to strengthen the Foundation's reputation as a community knowledge source.
- Leads in the development and implementation of briefings, educational forums, and community convenings to build awareness, inform decision-making, and promote collaborative action.
- Actively builds a thorough knowledge of community data trends, research, environment, and stakeholders related to economic mobility and civic engagement.
- Participates in data gathering and interpretation, issue identification, and data-informed decision-making; asks insightful questions regarding community needs, resources, and values.
- Represents the Foundation in meetings throughout the community to strengthen the Foundation's reputation as a community knowledge source and technical assistance provider.
- Provides technical assistance to non-profits and Community/faith-based organizations.
- In collaboration with the Director of Grants and Community Impact, leads designated Foundation initiatives to ensure their successful implementation (i.e., Spartanburg Interfaith Alliance, Small and Minority Business Network Initiative, Grassroots Leadership Development Institute, Highland Neighborhood Leadership Institute, etc.) and participates in the recommendation of evolving or sun-setting initiatives.
- Seeks opportunities to leverage local, regional and national funding to address Spartanburg County's most critical needs.
- Plays a leadership role in bringing information and ideas into the organization.
- Leads as a knowledge source on key issues related to economic mobility and fosters an environment for the community to exchange ideas for data-driven solutions.
- Responds to other needs as they arise.

**JOB SPECIFICATIONS**

1. Four year college or university degree with major course work in an appropriate discipline.
2. Five years of experience in the not-for-profit sector preferred and extensive knowledge of the best practices and policies for grant making. Additionally, knowledge of policy development, grant process and management, financial management, human behavior and group process is necessary.
3. Working knowledge of the history and cultural background of the local communities plus the building of trust and strategic alliances across diverse differences.
4. Must have strong interpersonal skills and the ability to collaborate and work effectively with others of divergent views and individual strengths. Must have the ability to be convincing and motivational when working with others.

*This is not a contract. No information in this document will alter the At-Will Employment Relationship.  
 Program Officer for Economic Mobility and Civic Engagement Description  
 Updated: December 17, 2021*

5. Computer literacy with proficiency in Foundation’s software programs is essential to track grants, send payments and award contracts.
6. The ability to express ideas clearly in both written and oral communication. The use of networking is essential.
7. Demonstrated ability to work autonomously and manage multiple tasks simultaneously and mobilize and use outside resources. Ability to work effectively with corporate and community leaders. Requires strong leadership skills including organizational and human resources management.

*The Organization has reviewed this job description to ensure that essential functions and basic duties and responsibilities of this position have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not designed or intended to be construed as a comprehensive listing of the functions, duties and responsibilities or skills and abilities. Employees, at the discretion of The Spartanburg County Foundation, may be required to perform duties not within their job descriptions and as requested at the discretion of management of the Foundation.*

Reviewed: \_\_\_\_\_

Incumbent	Date
Supervisor	Date