

## **POSITION ANNOUNCEMENT: Program Officer – Full Time**

The Carl & Roberta Deutsch Foundation

Santa Monica, California

September 2009

The Carl & Roberta Deutsch Foundation is committed to enhancing the quality of life for underserved people in Southern California. The Foundation addresses societal needs by focusing on programs that reduce poverty and empower individuals to reach their fullest potential. The foundation invests its resources in three program areas: Education, Humanitarian Services and Health.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Program Officer is responsible for all grantmaking activity in the Foundation's areas of focus. Primary responsibilities include:

- Prepares written grant recommendations for quarterly Trustee docket. Monitors grantee reporting and expenditures in meeting the goals of the grant; approves any deviations from approved plans and budgets; and ensures that such changes are documented in the file.
- Assesses each grant's progress and evaluate the overall Foundation's effectiveness in the areas of focus. Analyze budgets and the overall health of each grantee organization.
- Responds to organizations that seek information or guidance about applying for funding. Identifies new potential grantees and projects for consideration.
- Monitors the Foundation's grantmaking budget and manages payout projections to insure consistency with the yearly grantmaking strategy.
- Acts as a resource for the Foundation board and staff by staying current on the issues and trends in the Foundation's areas of interest
- Stays involved in the philanthropic community through dialogue with peers; initiates community outreach under the direction of the Trustees and Senior Staff

### **QUALIFICATIONS**

The successful candidate should have the ability to analyze information and think critically. The Program Officer needs to be highly organized and able to independently handle multiple tasks simultaneously. They must clearly establish performance objectives and evaluation criteria and be judicious in carrying out assignments without direction. Specific requirements include:

- ✓ 3-5 years of experience as a program officer
- ✓ Excellent writing and communication skills and the ability to analyze financial statements
- ✓ The skill to prepare and give verbal presentations and to interact comfortably with diverse audiences. Experience in convening and facilitating meetings is a plus
- ✓ A commitment to the highest standards of professionalism, integrity and honesty. Compassion, openness and dedication to excellence
- ✓ Expertise in development and execution of strategic grantmaking initiatives
- ✓ Experience working with collaboratives to develop, motivate and build consensus
- ✓ Other qualifications include a Bachelor's or Master's degree, proficiency in GIFTS, Microsoft Word, Excel, PowerPoint, and Outlook programs.

**SALARY:** competitive salary commensurate with qualifications and experience, plus benefits.

**TO APPLY:** send a letter of interest, resume, and salary history to [JCHUN@CRDFFOUNDATION.ORG](mailto:JCHUN@CRDFFOUNDATION.ORG)

Please include: *Program Officer: Deutsch Foundation* in the subject line. Review of applications will begin with resumes received by the close of business on 10/15/2009 and will continue until the position is filled.

*The Carl & Roberta Deutsch Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. Foundation policy prohibits unlawful discriminations based on race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, military service, legally protected medical condition or any other consideration made unlawful by federal, state or local laws.*