



Program Officer Job Description

Danville Regional Foundation (DRF) is currently searching for an addition to our program staff team. This person will identify community needs and facilitate collaboration among regional stakeholders in one of DRF's four focus areas (economic development, education, health and wellness and community development); and prepare and analyze grant requests to support regional efforts, and related work as apparent or assigned.

Work is performed under the limited supervision of the Chief Executive Officer.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Primary Responsibilities:

- Researches, identifies and analyzes best practices in economic transformation, educational attainment, health and wellness, and/or community engagement; visits other communities using best practice models; shares information with community stakeholders and seeks out grant proposals that utilize a best practice approach.
- Convenes and participates in community groups to promote DRF's efforts in key focus areas; discusses community needs with leaders and citizens; identifies community needs and encourages organizations to apply for grants to address community needs; promotes coordination and collaboration among community groups.
- Assists organizations within DRF's service region in the preparation of grant requests to DRF; provides technical assistance on how best to structure programs for which seeking funding and on how best to write proposals.
- Reviews and evaluates grant requests; writes summary of request and provides recommendations to CEO regarding funding of request; presents summary of request to Board.
- Monitors quarterly progress reports and requests changes as needed.
- Provides temporary staffing for regional efforts designed to advance one or more of DRF's priorities.

- Provides guidance and assistance to other Program Officers and staff as needed.
- Prepares, individually and with other team members, strategy papers, grant recommendations and other written materials for DRF's management, Board of Directors, consultants, partners and others.

Education and Experience:

Bachelor's degree and experience in economic transformation, educational attainment, health and wellness, and/or community engagement in the non-profit, local government or foundation sector, or equivalent combination of education and experience.

Skills:

- Excellent analytical and writing skills.
- Effective time management skills, with demonstrated ability to manage a diverse and demanding workload.
- Strong verbal communications skills and interpersonal skills, including the ability to speak publicly and work effectively as a member of a team.
- Demonstrated financial analysis skills, including the ability to analyze audited financials, balance sheets, and business plans of nonprofit organizations.
- Excellent project management skills and the ability to chart one's own direction collaboratively.

Values:

- Commitment to DRF's vision and its five values (equity, excellence, engagement, openness and courage) with the ability to demonstrate that commitment in daily interactions.

Physical Requirements:

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting and speaking or hearing and occasionally requires standing, walking and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements:

Valid driver's license.

About DRF:

DRF works to encourage revitalization and renewal in the Dan River Region. We do so by making long-term investments to improve education, economic vitality, community wellness, financial stability and civic capacity for citizens throughout the City of Danville, Virginia; Pittsylvania County, Virginia; and Caswell County, North Carolina.

Since its establishment in 2005, DRF has committed more than \$116 million through more than 400 grants. Some of these grants are large, but just as many are made from the DRF Make It Happen! (MIH!) program, which encourages individuals to make their dreams of community change a reality. Large organizational investments paired with these smaller grants create a culture of "bright spots" where those within the community as well as those visiting and researching for possible relocation can "see the possible."

DRF is committed to fostering collaboration, establishing partnerships and working across borders and with many types of organizations to rethink tomorrow and create solutions, positioning the Dan River Region as a place of opportunities. DRF encourages and supports new approaches, and believes that initiative and courage to view things from fresh and different perspectives empowers our community as we collaborate on a Bridge to the Future.

Learn more about grantmaking and impact at our website, www.drfoonline.org.

DRF is an equal opportunity employer. *(Only applicants meeting minimum qualifications for the position will be considered. No phone calls please.)*

To Apply:

If interested in applying for this position, please submit your cover letter and résumé to the below:

Program Officer Position
Danville Regional Foundation
512 Bridge Street
Suite 100
Danville, VA 24541

Or send via email to jobs@drfoonline.org. **The deadline for submission is October 11, 2019.** Preference will be given to candidates who are willing to relocate to the Danville region or already reside here.