



Position Announcement

PROGRAM OFFICER, EDUCATION PIPELINE

The California Community Foundation (CCF) is a public, charitable organization serving Los Angeles County in multiple capacities since 1915. We encourage philanthropy by individuals, families, companies and organizations, and serve as a trusted steward of their charitable funds and legacies. We make grants and collaborate with nonprofits in specific areas, and concentrate attention and resources on the needs of the most vulnerable individuals and groups in the community. CCF convenes and engages nonprofit, private and public sector partners to increase philanthropy and incorporate philanthropists into community problem solving in Los Angeles.

CCF is a dynamic environment that values individuals who want a purpose more than a position. We have a diverse and talented team of experienced and passionate advocates for our community. We are a learning organization driven by the idea that continuous improvement furthers professional development and increases our ability to effect positive change. We seek individuals who thrive in a fast-paced setting highly focused on results and impact.

CCF is hiring a Program Officer specializing in the Education Pipeline. Reporting to the Vice President of Programs, the Program Officer enables CCF to invest its resources in an accessible, fair, strategic, and thoughtful manner. The position requires leadership skills and significant experience in: strategy development; fundraising; nonprofit capacity building; donor relations; and civic engagement & public policy analysis. As part of CCF's strategic plan, staff work in collaborative, integrated teams across portfolios in order to address systemic issues in vulnerable, low income communities. For example, our Education Pipeline team is working closely with the Health and Immigrant Integration teams to address the influx of undocumented Central American youth into local schools. Mental health or legal services are key to successfully integrating the youth into local communities, and this integrated approach to grantmaking is increasingly important to effectively address complex needs.

Major Responsibilities:

California Community Foundation Position Announcement

- Strategy Development, Program Design and Management: Designs, develops and implements the overall portfolio strategy, goals, grantmaking and other activities in key priority issue areas of the foundation. Reviews and revises portfolio goals, strategies, outcomes and indicators periodically, and oversees the evaluation of selected grants and grant clusters. Maintains depth and expertise in the foundation's areas of interest, and major policy reform efforts and initiatives that impact these issues in Los Angeles and California. Partners with other grantmakers and CCF staff to design and implement integrated programming / grantmaking to maximize impact and use of CCF resources. Maintain current knowledge and interaction with strategies addressing all key junctures of the education pipeline: early childhood education, school readiness, math / algebra competency, A-G completion, college completion.
- Portfolio Management: Ensures that CCF's grants and funds are invested in grantees and communities to achieve common outcomes and maximum impact. Reviews, analyzes and provides recommendations on grant proposals. Conducts due diligence including analysis of financial information, site visits and interviews with other funders and relevant agencies. Monitors grant investments, produces grant agreements, reviews progress reports and payment requests, and maintains ongoing communications with grantees. Works with grantees to strengthen their organization capacity to adapt to changes in the nonprofit environment, including their ability to report results by using effective outcome measures. Prepares and presents written and oral analyses of grant requests, drafts issues briefs and prepares quarterly and year-end portfolio reports for CCF staff, Board of Directors ("Board"), donors, and/or committee members.
- Community Relations and Outreach: Represents CCF on relevant committees, commissions, task forces and boards. Assumes leadership roles in professional networks and collaborations related to CCF's priority issues and philanthropic activities. With the program associates, works directly with grantseekers to provide clarification of CCF priorities, direction regarding application procedures, and feedback on proposals.
- Donor Relations: Leads project working teams and collaborates with Development, Donor Relations and Communications staff to strategize on messaging, fund development and impact analysis for discretionary funds. Prepares information for donors and/or meets with donors to refine their giving preferences. May also staff

California Community Foundation Position Announcement

one-time, periodic or ongoing grantmaking processes associated with donor-advised funds and supporting organizations.

- Resource Development/National Partnerships: Responsible for annual and multiyear fundraising efforts that supplement Field of Interest and Unrestricted grantmaking budgets in a particular priority funding area of CCF. Prepares a written plan to guide immediate and long-term resource development efforts that include an audit of current and potential resources and establishing annual fundraising benchmarks. Responsible for developing and maintaining relationships with national funders. Creates opportunities for national funders to partner with CCF and allows CCF to be a grantee of national funders. Builds relationships with national funders working in Los Angeles and prepares proposals and executes local grantmaking in partnership with national funders.
- Research and Special Projects: Conducts research and analyzes trends on issues or concerns of importance to CCF through written materials, interviews, community meetings, computer networks, or other useful vehicles. Presents findings in written and/or oral formats. Designs, manages and facilitates special projects for CCF, ensuring a thoughtful and reasonable process, timely preparation and coordination of key activities and materials for review panels, advisory committees, and CCF's Board of Directors.
- Project Management, Delegation and Supervision: In collaboration with department supervisors and other officers, delegates projects to and assists in the supervision of program associates and program assistants to manage and accomplish the work of the department and the foundation in an efficient and effectively planned manner. Ensures that foundation databases are accurate, updated in a timely manner and are effectively utilized. Manages workload to ensure sufficient time is allotted to knowledge acquisition and to achieve mastery of department processes and technology.
- Convening: Identify issue areas to convene local community and non-profit stakeholders. Plans and coordinates convenings with stakeholders and uses these opportunities to engage the CCF community (i.e. donors, grantees, staff, board, and community). Develop CCF's brand as cross-sector convener (non-profit, private, and government agencies).
- Management: Serves as a member of CCF's management team, attending management team meetings, completing assignments as required and coordinating

California Community Foundation Position Announcement

work between teams and with external vendors, as necessary. Assists with cultivating and supervising a strong staff. Evaluates staff and department performance as needed. Identifies and pursues opportunities for internal integration of work across functions and departments to make connections and leverage the strengths and efforts of CCF.

- Internal Integration of Work: Identifies opportunities for and integrates the functions and skills of civic engagement, marketing and communications and development and donor relations into their grantmaking to increase focus on systemic change. Engages with internal and external resources to secure necessary competencies.
- General: As appropriate, assists other departments and works as a member of interdepartmental teams to ensure the effective and efficient operations of CCF. At all times, demonstrates cooperative behavior with supervisors and coworkers. Other duties as assigned, dependent on organizational needs and employee skills. May serve on national and local non-profit or association boards.

Qualifications:

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

- Experience: At least eight years of related grantmaking and/or program design and management experience required with a minimum of five years working in the nonprofit, public and/or philanthropic sector required. Experience in managing consultants and project working teams to achieve results is essential.
- Education: A Master's level degree in a field related to the primary funding areas of the foundation required.
- Technical Knowledge: Demonstrated analytical capabilities and substantive knowledge of best practices in fields of interest to the foundation, familiarity with non-profit financials (e.g. 990's), public policy and legislative process, public and private funding streams related to the foundation's domains of work, and a working understanding of outcome measures and evaluation methodologies aimed at assessing program effectiveness.

California Community Foundation Position Announcement

- Community Knowledge: Knowledge of the Los Angeles County nonprofit community, familiarity with the geography and diverse neighborhoods throughout the region, and experience in working effectively with diverse and broad-based community constituencies.
- Convening and Facilitation Skills: Ability to facilitate meetings and group processes for the purposes of fact-finding, decision-making, peer learning and problem solving.
- Fundraising Skills: Working knowledge of raising funds from individual donors, foundations and/or the public sector.
- Communication Skills: Excellent writing skills with the ability to write clear, concise analyses and narratives. Ability to prepare and give presentations, and to comfortably interact with diverse audiences including donors, Board members, civic leaders and nonprofit and community groups. Bi- or multilingual competency desired.
- Technology Skills: Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and a familiarity with database software, is required. Working knowledge of Blackbaud software preferred, with a willingness and ability to learn appropriate database, spreadsheet and other computer programs.
- Project Management Skills: Excellent organizational skills and attention to detail. Ability to lead and manage projects, prioritize work effectively and adjust to multiple demands, with consistent attention to timelines.
- Team Work & General Skills: Ability to work well independently and as team member. Ability to take initiative, and follow tasks through to completion. Ability to lead a team toward CCF's goals, leveraging each team member's skill set.

Working Conditions:

- Requires the ability to sit and work at a desk for several hours at a time.
- Requires the ability to travel and attend meetings, presentations and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations. Due to the nature of external appointments and/or responsibilities requiring travel to locations not easily accessible by public transportation, driving is an essential job responsibility for this position.
- This position is required to be available to speak with clients and/or others while away

California Community Foundation Position Announcement

from the office and/or with clients and/or others located in other time zones outside Foundation business hours.

- Work may require weekends and/or extended work day.
- Punctuality and satisfactory attendance are essential functions of the job.

Compensation:

This is a regular, full-time, exempt position. Salary is dependent on experience and qualifications. A generous benefit package is provided to all full-time staff, including medical, dental, vision, life and disability insurances, parking or transportation, and retirement benefits.

How to Apply:

To apply to this position, please visit our website at www.calfund.org and select "Careers" or go to <http://www.recruitingcenter.net/clients/calfund/publicjobs>

CCF is an Equal Opportunity Employer.