

The Collins Foundation

Program Officer

Position Description & Candidate Profile

Program Officer

Location

Portland, OR

Reports to

Director of Programs

The Opportunity

Founded in 1947 by Truman W. Collins Sr. and other members of the family of E.S. Collins, The Collins Foundation supports Oregon nonprofit organizations, both rural and urban, that are dedicated to improving quality of life and well-being for the people in their communities. A committed Board of Trustees comprised primarily of family, along with community members and staff, works collaboratively to make grants that further the Foundation's mission and goals. In 2015, after many months of learning, reflection, and planning, the Foundation launched its three-year plan to advance equity, diversity, and inclusion within the organization and in its grantmaking work. Over the next three years, the Foundation is growing its staff and board to more fully reflect the communities it serves, piloting at least one new grant initiative that expands its longstanding practice of responsive grantmaking, and building a more diverse group of grantees across its multiple areas of interest.

As a funder and partner, The Collins Foundation is committed to the pursuit of equity, both in how it allocates resources across Oregon's diverse communities and how it shapes its internal culture, structures and processes. The Foundation's vision is for the state of Oregon to be a place where all people have access to high quality, culturally responsible services in sectors such as health, social services, education, housing, and employment. The Foundation also envisions vibrant neighborhoods and communities where residents enjoy access to healthy food, a rich variety of artistic and cultural expression and the benefits of Oregon's natural environment.

This is an exciting time of growth and evolution for The Collins Foundation and its work in Oregon. The Foundation awards more than 200 grants each year across multiple fields of interest, totaling approximately \$10 million annually.

Learn more about The Collins Foundation at <http://www.collinsfoundation.org>!

Position Responsibilities

The Program Officer will be a thoughtful, engaged contributor to The Collins Foundation's growing team, joining three other program staff working to respond to funding opportunities while also endeavoring to advance the nonprofit sector and individual organizations as agents of social change and important contributors to a vibrant, equitable Oregon. The Program Officer will contribute strong community relationships, creativity, enthusiasm, and organizational development savvy to support the success of the Foundation's work.

The Program Officer will report to the Director of Programs. This position's core responsibilities include: developing relationships with nonprofits, funders, and other community partners; conducting

The Collins Foundation Program Officer Position Description

grantmaking activities; looking for opportunities to strengthen nonprofit organizational effectiveness, support innovation and collaboration, and build capacity for change; and working with others to enhance the Foundation's responsiveness, relevance and effectiveness in Oregon.

Specifically, the Program Officer will:

- Engage and develop relationships with a broad range of nonprofit and other stakeholders across Oregon's diverse communities; proactively cultivate relationships and identify grantmaking opportunities, becoming a trusted presence in the sector and region
- Stay informed of current innovations, policies, trends, and emerging issues; furthering equity and potential partnerships in the Foundation's areas of interest and in philanthropy regionally
- Work with applicants and grantees on all aspects of the grantmaking, including advising prospective applicants and supporting them during the application process, particularly first-time applicants and those from underfunded communities; reviewing proposals, finances, and project funding plans; making site visits; making outside inquiries to learn more about applicants' work; and preparing grant summaries for review by the trustees
- Provide thoughtful and relevant support and assistance to prospective and current grantees and partners
- Contribute to the development of methods and systems to assess the impact of grants and programs; review and respond to grantee reports
- Assess needs, directly provide technical assistance and leverage external technical assistance as appropriate
- Identify and support opportunities for shared learning within the Foundation and among grantees and other stakeholders
- Identify and support opportunities for The Collins Foundation to use tools beyond grantmaking to enhance its effectiveness, such as communications, relationships, research, and convening
- Prepare written materials for senior Foundation leadership and trustee review
- Participate in relevant affinity groups, as appropriate and value-added to The Collins Foundation, grantee organizations, and Oregon's nonprofit sector
- Represent the Foundation in collaborative funding and learning opportunities with other philanthropic organizations, as appropriate
- Contribute to the continued development of a supportive and collaborative work environment through active participation in internal collaborations and activities
- Support and foster the Foundation's inclusive environment and commitment to advancing equity both within the organization and in its grantmaking
- Join with others in representing the Foundation at community meetings and events, working to build caring professional relationships with community organizations

Profile of the Successful Candidate

This position offers the right candidate the opportunity to put their skills to work on behalf of individuals and families across the state of Oregon. The ideal candidate will have a strong interest in the

The Collins Foundation Program Officer Position Description

program work of The Collins Foundation and a desire to contribute to the organization's mission. This position requires someone who is able to balance a range of responsibilities and work proactively to address the organization's needs with an energetic, collaborative nature.

The successful Program Officer will demonstrate a broad interest in and knowledge of the many fields and types of organizations that comprise the nonprofit sector, and will be compelled by the nexus of organizational effectiveness, capacity building, technology, the power of networks, and the evolving strengths, needs, and opportunities of Oregon's increasingly diverse communities. Additionally, the Program Officer will have a strong work ethic with high personal and professional standards of transparency and accountability.

The Collins Foundation is an equal opportunity employer committed to creating a work environment that values the cultural and personal perspectives afforded by individual life experiences. The Foundation is a welcoming environment that values diversity, equity, and inclusion both within the organization and in its grantmaking. As such, The Collins Foundation encourages applicants from diverse backgrounds and seeks to hire qualified staff reflecting the diversity of the communities it serves.

More specifically, the Foundation seeks a professional with the following attributes:

- Significant work experience in the nonprofit sector, including significant experience specifically working in or with nonprofits in Oregon
- Knowledge of, and experience with, implementing effective strategies for building organizational and sector capacities (e.g. strategic and programmatic planning, fund development, leadership development, policy engagement, network development, and systems navigation) – to be used in assessing organizational needs and identifying ways in which the Foundation can build capacity
- Understanding of and/or applied experience in organizational development, organizational life cycles, business cycles, and nonprofit financial management; experience assessing needs of, and providing technical assistance to, a broad range of organizations
- Understanding of the roles of nonprofits in social change
- A genuine desire to partner with and support others, and a diplomatic style that is constructive, especially in providing feedback
- Demonstrated experience working effectively with a broad and diverse range of stakeholders, including people of color, immigrants and refugees, LGBTQ people, people with disabilities, or other people underrepresented in philanthropy
- A combination of creative and analytical skills in equal measure, combined with a passion for finding new ways to further and support the Foundation's mission
- Outstanding relational, interpersonal, and collaboration skills, both internally and externally; a communication style that reflects clarity, authenticity, transparency, and approachability
- Excellent written and oral communication skills; effective, engaging facilitation and presentation skills; excellent organizational and project management skills

The Collins Foundation Program Officer Position Description

- A strong work ethic, with high standards of accountability and a bias toward getting things done
- An information seeker with a high level of curiosity and creativity in problem-solving, especially with an interest in innovation and new practices in philanthropy
- Demonstrated ability to handle sensitive information effectively and confidentially
- Ability to travel within Oregon, and occasionally beyond, on an as-needed basis; an appreciation of and enthusiasm for community presence as an integral part of this role
- Demonstrated ability to effectively manage and function as a member of a team in a fast-paced work environment that sometimes requires “all hands” for any given circumstance
- A deep-rooted personal interest in, and commitment to, working in a diverse and inclusive work environment that places a high value on equity; commitment to fostering a positive workplace culture of collaboration and respect

Additionally, the successful candidate will likely have:

- Fluency in a language other than English

Start Timeframe

We seek to have someone in place by the end of 2017.

Compensation

The salary range for this position is \$68,000-\$74,000. Compensation will be commensurate with experience and comes with a benefits package that includes medical, dental, and vision insurance, as well as retirement benefits.

To Apply

All applications are held in strict confidence. Please submit your credentials and letter of interest via email to The 360 Group at:

TCFPO@the360group.us

Applications should be directed to the attention of Vincent Robinson, Managing Partner. No calls, please. To be considered, The 360 Group urges interested candidates to apply as soon as possible; applications submitted before 5:00pm Pacific time on **Thursday, September 21, 2017** will receive priority consideration.

At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our "North Star," we make diversity a hallmark of our firm, and all of our search engagements.