

The Carl & Roberta Deutsch Foundation

Position: Program Officer

Summary: Los Angeles-based family foundation focused on improving the quality of life of present and future generations by funding programs that empower people to reach their fullest potential, strengthen communities and promote the health of our society. The Foundation focus areas include Education, Health and Humanitarian Services, with an emphasis on workforce development of Veterans and older Foster Youth. The Foundation mainly funds programs in LA County.

We're seeking a motivated, responsible and multi-faceted individual to be part of our tightly-knit team. The ideal candidate will have at least five years' experience working in grantmaking organizations and/or community-based non-profit organizations, and demonstrate the ability to present their part of the docket at Board Meetings, serve as a resource for the Foundation Trustees and staff by staying current on the issues and trends in the Foundation's areas of interest, and be involved in the philanthropic community through dialogue with peers and initiating community outreach under the direction of the Trustees and Senior Staff. This position is an excellent opportunity for someone who enjoys collaborating with thoughtful colleagues and serving as a partner to the many non-profit organizations in the community that our foundation funds.

Preferred Background:

- Bachelor's degree required; Master's degree a plus
- 5+ years grantmaking experience, with nonprofit experience a plus
- Knows the Los Angeles nonprofit landscape well
- Highly effective verbal and written communication skills
- Demonstrated team player, self-starter, and independent thinker
- Strong organizational skills and the ability to handle multiple tasks independently
- Strong analytical reasoning and creative problem solving abilities
- Judicious in carrying out assignments without direction
- Demonstrates sound judgment and use of tact, diplomacy and discretion
- Collaborative, flexible style of work
- Truly thrives in a small team environment, strengthening and valuing close, working relationships with colleagues

Grantmaking & Special Initiative Responsibilities:

- Handles initial queries and ongoing communication with grant applicants
- Performs detailed due diligence on grant applicants, including analysis of various financial statements
- Prepares and presents written summaries of grant applications for review by the internal team and Trustees
- Reviews grant agreements and related documents for accuracy
- Maintains open, ongoing relationships with grantees to assess the progress of grants and assist grantees with challenges involved in implementation through phone conversations, site visits, and other ongoing communication
- Monitors grantee activities and expenditures in meeting grant goals via progress reports and third-party evaluations, when applicable; approves any deviations from approved plans and budgets; and ensures that such changes are documented in the file
- Identifies new areas of opportunity and goals to determine future grantmaking and operational directions
- Initiates development of special projects and events, such as convenings for grantees
- Engages with consultants working on special initiatives or projects

To Apply: Please send by October 23rd a cover letter, resume and salary history (current job and past two) to job@crdfoundation.org with 'Program Officer' in the subject line. NO CALLS, please.