

JOB ANNOUNCEMENT

THE RALPH M. PARSONS FOUNDATION PROGRAM OFFICER

Deadline to Submit Application: August 12, 2016

About the Foundation

Ralph M. Parsons created his namesake foundation in 1961 as the charitable giving arm of the Parsons Company. In 1976, the Foundation became fully independent from the company, with which it now shares only Mr. Parsons' name. Today, the Foundation has no financial interest in the corporation. With assets of approximately \$360 million, the Foundation distributes approximately \$19 million annually in grants to Los Angeles County nonprofit organizations.

The Ralph M. Parsons Foundation (RMPF) improves the well-being of Los Angeles County residents by investing in outstanding nonprofit organizations responding to people's civic and cultural, education, health, and human service needs. The RMPF grantmaking approach recognizes that museums and arts programs are as important to the community's collective well-being as after-school services, community clinics, and food banks. RMPF is a responsive grantmaker and has always invited local organizations to ask for what they need in order to do their best work. This includes general operating support, which is a powerful way to help nonprofits fulfill their missions in hard economic times.

Additional information about The Ralph M. Parsons Foundation can be found at: www.rmpf.org.

Program Officer Position

The Program Officer serves as a professional member of the program team, which includes the President/CEO, four Program Officers, a Program Assistant, and a Grants Manager. Reporting directly to the President/CEO, the Program Officer will primarily work with fellow program staff and the President/CEO to develop grants consistent with the Foundation's objectives, policies, and guidelines.

As a professional member of the grantmaking team, the Program Officer will contribute towards meeting annual goals and activities to ensure achievement of RMPF's mission. S/he will be responsible for processing approximately 70 grant requests annually, applying objective criteria to determine organizational eligibility, capacity, and effectiveness. The Program Officer will also regularly engage with the administrative team, including the CFO, Executive Assistant, and Administrative/Accounting Specialist.

It is expected that during the first year of employment, the Program Officer will shadow and be trained by the President/CEO and senior program staff. The specific duties and responsibilities of the Program Officer are to:

- Review and analyze grant proposals, which includes conducting site visits and other due diligence activities to determine fit with the Foundation's guidelines and priorities.
- Analyze financial documents submitted with grant proposals to assess fiscal strength of applicant and sustainability of programs.
- Prepare written assessment of proposals and recommendation for funding.
- Engage with applicants to obtain additional information and to answer all inquiries in a timely, service-oriented manner.

- Present grant requests and recommendations through a peer review process and ultimately to the Board for their consideration and action.
- Monitor progress of grantees in achieving key objectives of the grant through the review of all grantee reports and related project documentation.
- Contribute to the development of documents, publications, and/or web pages to enhance community awareness and interaction, as well as to improve the proposal submission and grant reporting process for current and prospective grantees.
- Keep current on issues and trends related to RMPF's priorities, particularly as they relate to the Foundation's Los Angeles County service area.
- As requested by the President, represent the Foundation to external constituents, including grantees, policy makers, the general public and other funders.
- Complete program-related research and special projects as assigned.

Key Attributes

- Ability to work collaboratively and in a team-oriented environment both within the Foundation and with external stakeholders.
- Comfortable with working as a generalist in the context of the Foundation's broad interests and priorities.
- Strong analytical, financial, and writing skills.
- Demonstrated ability to communicate effectively with diverse audiences while maintaining high professional and ethical conduct.
- Excellent interpersonal skills, a strong customer service orientation, and desire to work in a collegial, team-oriented environment.
- Ability to work independently and prioritize duties; must work well under pressure, balance multiple and competing demands, meet deadlines, and follow tasks through to completion.

Qualifications

- Minimum of 5 years of grantmaking or nonprofit management experience preferred.
- Masters or other advanced degree required.
- Preference given to candidates with deep knowledge and understanding of the complex needs of low-income communities across Los Angeles County.
- Demonstrated writing and analytical skills.
- Proficient with Microsoft Office applications (Word, Excel, PowerPoint and Outlook); knowledge of GIFTS Online or other grants management software a plus.
- Professional presence and credibility.
- Strong work ethic, high energy level, and a sincere dedication to RMPF's mission.
- Ability to work in a fast-paced environment.
- Availability for occasional evening and weekend assignments.
- Valid driver's license and current insurance required.

Application Process

Please send a cover letter and resume by **email with the subject line "Program Officer Position"** to: Letscher@rmpf.org. No phone calls to the Foundation, please. Applications must be received by no later than **August 12, 2016**.

The Ralph M. Parsons Foundation is an equal opportunity employer.