



## **Job Posting**

### **Associate Program Officer**

June 19, 2020

#### **Organization Overview**

Founded in 1962, the Buell Foundation is a private foundation dedicated to supporting the positive development of children across the state of Colorado through grants and partnerships with nonprofit organizations. Grants are awarded in the areas of early childhood development and teen pregnancy prevention. Since inception, the Buell Foundation has awarded more than \$200 million in grants.

#### **Position Summary**

The Associate Program Officer is a junior level position with the Foundation. This individual will develop and maintain relationships with assigned nonprofit organizations applying to the Foundation for funding. Working closely with the program team, the Associate Program Officer will complete all aspects of the grant review process. The Associate Program Officer is expected to contribute to programmatic ideas and actively participate in all aspects of the Foundation's work.

The ideal candidate will have an understanding of foundation grantmaking, understanding of the work of the nonprofit sector, and a strong desire to work with and support the Buell Foundation and its grantees. She/he will demonstrate humility, integrity, and flexibility to represent the Foundation in diverse forums and organizational relationships. In addition, she/he will have a commitment to personal learning and development as well as openness to feedback. The ideal candidate will have a can-do attitude and the ability to see multiple possibilities and solutions. A sense of humor is also welcome.

The individual filling this position will report to the Vice President of Programs and work in close partnership with a small team of program staff. This position is based in Denver.

#### **Essential Responsibilities**

Under the supervision of the Vice President of Programs and with assistance from the Program Officers:

- Review and analyze assigned grant applications, conduct site visits, and compose evaluations, including recommendations.
- Work with individual grantees to identify, implement, and prioritize appropriate quality improvement efforts and evaluation.
- Build and maintain active, positive relationships with grantseekers and grant recipients.
- Represent the Buell Foundation in its interactions with philanthropic colleagues, nonprofit organizations, public officials, and the general public at various activities and meetings.
- Acquire and maintain a breadth of knowledge relative to the primary focus area of the Foundation (currently early childhood learning and development).
- Undertake other duties, including special projects, as assigned.

### **Required Competencies and Skills**

- Energetic, dependable, and flexible.
- Willingness to take on new challenges and learn new skills.
- Commitment to being an enthusiastic and collaborative member of a small, cross-functional team.
- Excellent organizational skills and meticulous attention to detail.
- Excellent communication and interpersonal skills, including ability to create documents at the highest level of writing standards, excellent editing skills, and ability to build relationships with stakeholders, including staff, board members, external partners, and grantees.
- Ability to analyze and synthesize large quantities of information into succinct, persuasive documents.
- Ability to handle sensitive and confidential information in a professional and respectful manner.
- Ability to meet deadlines, manage multiple tasks, and adjust to changing priorities.
- Proficiency in Microsoft Office applications.
- Team player ready to pitch in wherever needed.

### **Education and Experience**

- Bachelor's degree required.
- Minimum of three years of experience in the nonprofit and/or philanthropic sector in Colorado, five years preferred.
- Knowledge of and experience in the field of early childhood learning and development preferred.
- Experience in program and/or project management preferred.
- Experience working in the state of Colorado, and rural communities in particular, preferred.
- Experience and comfort working in a small office that is team-oriented, mission-driven, and strives for excellence.

### **Working Conditions**

- Office hours are Monday through Friday 8:30 a.m. to 5:00 p.m. in the Denver office.
- Professional office environment.
- Workload will fluctuate due to deadlines and changing priorities.
- Extensive keyboard and computer monitor use.
- Exposure to sensitive and confidential information.
- Physical demands may involve lifting materials and equipment up to 25 pounds.
- Travel in personal vehicle or rental vehicle procured by the Foundation is required as needed to appropriately review grant applications and attend meetings throughout the state. Generally, this travel is limited to three to five weeks annually, with individual trips of no more than five business days at a time.
- Occasional evening and weekend work may be required.
- **The Buell Foundation is currently following guidance provided by the Safer at Home Executive Order. At this time, staff members are splitting their time between the office-based and remote working environments to ensure that no more than 50% of the staff is present in the office at any one time. Safety precautions being implemented in the office include daily health screenings, regular cleaning and disinfecting of all surfaces, and required use of masks when in the presence of another employee or in common spaces. In addition, all travel has been suspended. Typical operations will resume (office-based work time and needed travel) after the Executive Order is lifted and it is determined that returning to those practices is safe.**

### **Compensation**

- This is an exempt, full-time position.
- The expected hiring salary range for this position is between \$60,000 and \$70,000. Pay is commensurate with experience. Please note that the Buell Foundation does not typically hire at the top end of the range. The Buell Foundation provides a generous benefits package, including paid vacation and sick leave, medical insurance, dental insurance, and retirement plan.

### **Application Details**

- **Deadline Date:** July 6, 2020
- All applications should be emailed to Erica Fukuhara, Director of Operations, at [efukuhara@bueellfoundation.org](mailto:efukuhara@bueellfoundation.org). Please include "Buell Associate Program Officer Application" in the subject line of emails. Applications should include the following:
  - A cover letter detailing the applicant's match with the position requirements
  - Resume
  - Contact information for three business references, one of whom is/was an immediate supervisor with firsthand knowledge of applicant's professional abilities
- No phone calls, please.
- The Buell Foundation is an equal opportunity employer that is committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.