



**Community Foundation**  
for Greater Buffalo

MAKE THE MOST OF YOUR GENEROSITY.

## Program Officer – Grant Making

The Community Foundation for Greater Buffalo (Foundation) is seeking to hire a Program Officer.

### POSITION SUMMARY

The Program Officer is a member of the Foundation's Community Impact team, reporting to the Vice President of Community Impact, managing a significant portion of the grant making activity that occurs at the Foundation. The candidate will also work with the Vice President of Community Impact in managing special projects and other initiatives to support the Community Foundation's community impact efforts. The position will assist in connecting clients/donors to grant-making opportunities and serves as a primary point of contact for all grant-related inquiries within their assigned portfolio of clients/donors/funds.

### KEY RESPONSIBILITIES

- Reviews grant applications to determine awards using the Foundation's online competitive grant application software
- Conducts research associated with grant applications
- Process grantee agreements, award/declination letters and related correspondence
- Ensures timely submission of grant documents and reports
- Updates grant guidelines and applications
- Ensures that grant funds are spent in accordance with the terms laid out in the grant or fund agreement
- Evaluates and follows-up on grants
- Responds to grant information requests
- Coordinates, schedules, and attends site visits with prospective and past grant recipients
- Supports the grant making of the Niagara & Wyoming Area Foundations
- Manages and is proficient with the institutional software systems that the Foundations uses in regards to grantmaking, including the ability to have the system produce reports and responses to inquiries and grants histories, as requested
- Performs data entry and analysis as necessary

### QUALIFICATIONS

- Bachelor's degree, preferably with relevant experience in the local not-for-profit industry
- Excellent time management and organizational skills
- Experience in database information and reporting for proprietary database software
- Strong interpersonal skills and demonstrated ability to establish and maintain effective relationships with persons of diverse backgrounds and organizations through the WNY community
- Effective at communicating in a persuasive, credible manner, in person, in digital settings, and in writing and presentations
- Computer proficiency in all Microsoft components along with good technology and computer presentation skills
- Experience working with confidential information

### About the Foundation:

The Foundation is a public charity dedicated to helping clients/donors make the most of their generosity. Our mission is connecting people, ideas and resources to improve lives in Western New York. For 98 years the Foundation has managed endowment funds for individuals, families and organizations, and is currently home to over 800 named funds. The Foundation has a very clear vision: A vibrant and inclusive Greater Buffalo region with opportunity for all.

The Foundation is seeking a professional that is enthusiastic and dedicated to ensuring that the Foundation's community goals are met, within the following four priority areas:

- Improve educational achievement for students living in low-income households
- Increase racial/ethnic equity
- Enhance and leverage significant natural resources
- Strengthen the region as a center for architecture, arts & culture

For more detail about the Foundation's community goals see: <http://www.cfgb.org/invest-in-wny/>

The Program Officer advances these goals by working on the Foundation's various grantmaking efforts. To see more information about the Foundations' granting to support community goals see:

<http://www.cfgb.org/for-nonprofits/for-grant-seekers/community-foundation-grants>

### **APPLICATION PROCEDURE**

We're looking for top talent: people who want to use their abilities to make a lasting difference. If that's you, then please send a cover letter explaining your interest in this position and what you would bring to the Community Foundation for Greater Buffalo. Send cover letter and resume as a single Word or PDF document via email to: [Jobs@CFGB.org](mailto:Jobs@CFGB.org). No calls please.

Application deadline: Open until filled.

The Community Foundation for Greater Buffalo is an equal opportunity employer that is committed to valuing diversity and practicing inclusion.