



To invest in our community by making philanthropy and its benefits available to all.

The Winston-Salem Foundation Program Officer Job Description

The Winston-Salem Foundation (WSF) is currently seeking a program officer to join the grants team. He/she will report to the director of grants and will work cooperatively on the grants team, as well as with all other Foundation staff.

The successful candidate will possess excellent communication and analytical skills, in-depth knowledge of the nonprofit sector, and will be a team player capable of putting the common good first.

WSF is a nonprofit community foundation, comprised of over 1,300 funds, that assists people and organizations with their charitable giving, provides financial aid to college students, and makes grants to nonprofit organizations in Forsyth and surrounding North Carolina Piedmont counties. As the oldest foundation in North Carolina, and one of the oldest community foundations in the country, the Foundation is ranked among the 45 largest community foundations in the U.S. and is recognized for its national leadership in building social capital.

*The mission of The Winston-Salem Foundation is: **To invest in our community by making philanthropy and its benefits available to all.***

The following values are essential to the work of The Winston-Salem Foundation:

- Generosity** - *To support sharing in all its forms, linking resources with ideas that improve community life*
- Inclusion** - *To embrace the contributions of individuals from diverse backgrounds, beliefs, experiences, and perspectives*
- Integrity** - *To operate with respect, honesty, accountability, and fairness to all*
- Excellence** - *To aspire to the highest standards in everything we do*



To invest in our community by making philanthropy and its benefits available to all.

The Winston-Salem Foundation Program Officer Job Description

Description of Responsibilities:

- Research and review grant proposals by gathering information from experts, making site visits, and analyzing information; developing and presenting analyses of grant requests to WSF staff and Committee to ensure excellent stewardship of the Foundation's funds and maximum improvement for our community
- Monitor grants in progress and review grants that have completed their grant period to determine if they have achieved their grant outcomes
- Help administer special purpose funds, which occasionally require writing guidelines, convening advisory committees, and marketing grant opportunities
- Prepare written and other necessary materials for Foundation Committee members that summarize issues and decisions for their consideration
- Staff advisory committees; plan grants-related meetings, events, and site visits to help advisory committee members understand the variables that influence grantmaking decisions
- Consult with prospective grantees and assist nonprofit organizations in their interactions with the Foundation in order to maximize their understanding of WSF and the grantmaking process
- Help support new initiatives as they are created
- Keep the community and WSF staff informed about grants and initiatives; make occasional presentations on grants-related topics
- Represent WSF by serving on community committees and attending Foundation, community, and grantee events as appropriate
- Maintain contact with local organizations and keep informed on community issues and events
- Partner with WSF staff on tasks that concern the broad agenda of WSF's work in order to ensure that decisions are made with diverse input to benefit a common good
- Work occasional nights and weekends to demonstrate support of the nonprofit sector
- Participate in regular staff and other internal meetings
- Perform other duties as assigned

Qualifications:

- Commitment to the Foundation's values
- Excellent written and oral communication skills; diplomatic, tactful, honest, and fair
- Well-developed research skills; the ability to synthesize new information readily



To invest in our community by making philanthropy and its benefits available to all.

- Ability to synthesize complex issues and concepts on behalf of the greater good of the community; sound judgment; objective
- Ability to interact respectfully with people of diverse backgrounds, perspectives, and cultures
- Keen conceptual, analytical, and critical thinking skills; an inquisitive nature
- Commitment to service; compassion
- Commitment to excellence; well-organized; self-motivated
- Ability to be a team player
- Ability to manage multiple tasks and timetables while maintaining focus
- Versatile and flexible
- A sense of humor
- A college degree
- Familiarity with technology, ability to learn and adopt new computer programs, and ability to effectively integrate that technology into daily work
- Personal commitment to and involvement in the Forsyth County community. (Preference for candidates who reside in or plan to relocate to Forsyth County.)

The starting salary range is \$40,000 - \$45,000. Benefits: health and dental insurance are available upon employment; retirement benefits and group disability insurance are available after one year of service; there is an option of a flexible spending plan.

The Winston-Salem Foundation is committed to building a diverse staff and encourages applications from people of color. Experience in grantmaking and fluency in Spanish will be an added advantage.

To apply, send a letter of interest, a resume, and a sample demonstrating your writing skills by March 7, 2014 to:

Leila Warren
The Winston-Salem Foundation
860 West Fifth Street
Winston-Salem, NC 27101
Email: lwarren@wsfoundation.org

Applications will be reviewed as they are received.