

# REGIONAL FOUNDATION

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## Program Officer Profile

**Reports To:** Senior Program Officer

**Deadline for Submission: April 3, 2023**

**FLSA Status:** Exempt, Professional

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## THE OPPORTUNITY

The Regional Foundation LLC ("Foundation") is at an inflection point in its maturity. After more than 22 years under a corporate umbrella, the Foundation executed a strategic realignment at the end of 2020 and is now an independent, self-governed foundation. The Foundation's board, consisting of a majority of community representatives, reaffirmed its commitment to its long-standing model of sustainable funding for neighborhood planning and implementation in neighborhoods experiencing low-wealth throughout its footprint. Towards the end of 2021 and into 2022, a new Executive Director (ED) and Senior Program Officer (SPO) were selected, and a Grants Manager search was completed in February 2023. This Program Officer ("PO") will be the fourth member on the Foundation's team. This is a management position: the Grants Manager will report to the Program Officer.

This is an opportunity for the right candidate to join the organization, reporting to the SPO to execute the Foundation's grant programs focused on resident-driven neighborhood planning and development (implementation). As the ecosystem has drastically changed over the last few years, the PO will be a collaborative partner with leadership and key stakeholders, to better position the Foundation in addressing the challenges impacting current and future grantee partners' ability to be successful.

While the Foundation has had over two decades of success, it is also at a point of new beginnings, moving out of a long transition period into its current iteration and independent status. The PO will work in partnership with the team to develop the organization's culture and re-imagine its grantmaking operations while refining, and directly influencing future grantmaking for years to come.

The ideal candidate will be familiar with the geographic footprint of the Foundation and understand community and economic development. The candidate must be able to demonstrate an ability to engage the community and stakeholders at all levels to build trust and collaborative relationships. An ability to work independently is crucial while being a collaborative partner within a small team.

## ABOUT THE REGIONAL FOUNDATION

The Regional Foundation is a unique community foundation that traces its beginning to 1998 when it was created because of a merger of two financial services companies. The intent was to sustain historical philanthropic support for the community in the eastern part of Pennsylvania, New Jersey, and Delaware which remain the defined geography of the Foundation.

To ensure its long-term existence and continued place-based focus in this region, in late 2020 the assets and grant obligations of the Foundation were transferred to a new limited liability corporation under the umbrella of the Philadelphia Foundation with the name Regional Foundation. The Foundation is governed by an independent Board of Managers composed of twelve members. The Philadelphia Foundation is a strategic partner providing fiscal, legal, and administrative services.

The Foundation's philanthropic focus is on community development, and particularly on support for the creation and implementation of comprehensive, resident-driven neighborhood revitalization efforts in low-income communities. Over 24 years the Foundation has developed a nationally recognized model of community

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development philanthropy and invested over \$90 million dollars in over 100 organizations. The Foundation currently has an endowment of approximately \$90 million dollars and an active portfolio of over 35 grantees.

Founded in 1918, the Philadelphia Foundation strengthens the economic, social, and civic vitality of Greater Philadelphia. The Philadelphia Foundation grows effective philanthropic investment, connects individuals and institutions across sectors and geography, and advances civic initiatives through partnerships and collaboration. A publicly supported organization, the Philadelphia Foundation manages more than 1,000 charitable funds established by its donors and makes over 1,000 grants and scholarship awards each year.

## CURRENT GRANT PROGRAMS

At its core, the Regional Foundation's model is driven by residents— different from being simply “informed” – meaning residents of a community participate in and lead all phases of a partnership - ideation, planning, implementation, and evaluation. The Foundation is committed to investing comprehensively and flexibly on a journey to revitalized, just, and thriving communities – both during planning and implementation.

It starts with neighborhood-based planning – where residents determine their own priorities for the community going forward. It continues as residents drive the implementation of the grant – and then ensuring along the way that implementation is working how residents want. The Foundation has many tools to draw on in supporting neighborhoods on their journey toward their goals – from capacity building, to convening, grants, and other forms of long-term support. The Foundation is committed to leveraging these tools – based on what the community needs at a given time – as a flexible and dedicated partner to these communities. Current investment programs consist of the following:

- Opportunity Grants – intended to help build the capacity of organizations.
- Neighborhood Planning Grants – designed to help create a comprehensive resident neighborhood plan.
- Neighborhood Implementation Grants – support comprehensive development projects that target specific neighborhoods based on a resident-driven neighborhood plan.
- Program-Related Investments (PRIs) – typically low-interest loans to support nonprofit organizations and for-profit businesses for select ventures designed to promote community and economic development opportunities for low-income individuals and communities.

## POSITION SUMMARY

The Program Officer will support the Regional Foundation's programmatic and grantmaking services and is integral to the organization's effort to improve the lives of those living in communities throughout 62 counties in Pennsylvania, New Jersey, and Delaware, with particular attention to our most vulnerable residents. The position will manage grantmaking operations across the Regional Foundation's programs and contracts, and special grantmaking initiatives. This role will participate in team-based activities that enhance programmatic impact, achieve strategic goals, and improve administrative processes of the Regional Foundation's grantmaking. This is a critical position with wide-ranging responsibilities, including ensuring that all grant and contractual distributions from the Regional Foundation are processed efficiently and accurately.

As part of the Foundation's team, the position will support a portfolio of nonprofit grantees, perform due diligence and analysis; provide advice and technical assistance; present workshops and seminars; take on special projects and other initiatives as required, and develop and manage relationships with colleagues and engage in other activities that generally serve the region on behalf of the Regional Foundation.

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## PRIMARY JOB FUNCTIONS

- Manage, in collaboration with the SPO, a portfolio of grantees consistent with Foundation priorities.
- Provide supervision and support to the Grants Manager; the GM will be a direct report to the PO.
- Help lead the review, evaluation, and changes to grantmaking processes as they occur, helping to formulate recommendations for their enhancement, as well as participate in ongoing staff and board discussions.
- Assist, via telephone, virtual, and onsite meetings, as necessary, organizations seeking information about Foundation's funding priorities and/or those preparing grant applications.
- Produce, edit, and share reports on applications, grants, and declinations across programs for internal and external stakeholders in collaboration with the SPO and GM.
- Prepare and send correspondence to applicants and grantees as needed.
- Support coordination of informational workshops about application processes in collaboration with team.
- Assist in the support of the Program Committee and other board committees as needed.
- Serve as a representative of the organization at meetings, programs, conferences, and in other public settings.
- Use technology (database and other software) to support management grantee portfolios and to perform analysis in close collaboration with the Grants Manager.
- Stay informed of communities' emerging needs in the Foundation's designated geography as they relate to the foundation's mission and grantmaking priorities.
- Be professional, accessible, transparent, and respectful with nonprofits seeking grants; initiate and maintain relationships with grant applicants, potential grant applicants, and grantees to ensure strong levels of respect and satisfaction.
- Participate in organization-wide management and improvement teams, functional committees (communications, staff retreat, etc.), and other projects or initiatives as assigned.
- Attend approved conferences, workshops, and meetings that advance the Foundation's grantmaking efforts.
- Participate in activities, as appropriate and as approved, with professional associations and groups.

*Other job functions may be assigned or changed by the Foundation. The general and specific responsibilities and requirements of the PO position may also change periodically.*

## QUALIFICATIONS AND CORE COMPETENCIES

**The Regional Foundation welcomes a diversity of experience candidates can offer including:**

- BA/BS degree
- Facility with database management systems, Microsoft Outlook, PowerPoint, Word, and Excel.
- Agility, and comfort with ambiguity, and ability to quickly pivot and thrive in a fluid environment. The ability to work both independently and collaboratively within a team is a must. Flexibility in scheduling for periodic night or weekend meetings, events, as well as occasional overnight travel.
- Strong planning and organizational skills with high attention to detail, accuracy, protocols, and deadlines; ability to manage and complete multiple projects, trouble-shoot, establish and act upon organizational priorities while meeting short- and long-term deadlines with a variable workload.
- Committed to diversity, equity, & inclusion with demonstrated experience with and commitment to supporting a diverse, equitable, and inclusive organization. Collaborative and supportive of others with diverse backgrounds and skill sets.
- Excellent interpersonal communication skills, especially the ability to listen well, establish and maintain authentic and professional relationships, and exercise effective and inclusive leadership in cross-cultural

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and multi-cultural settings. Awareness and comfort within the many intersections of race, ethnicity, gender, gender identity, class, language, age, ability, veteran status, and other social factors. This includes the ability to present effectively at public events and board meetings.

- Experience managing staff and providing support and mentorship to those supervised.
- Valid driver's license (car not required) for site visits and meetings.
- Ability to manage confidential information with discretion.

## PREFERRED QUALIFICATIONS AND SKILLS:

- Bilingualism or multilingualism.
- Experience in nonprofit governance, administration, and/or grants management preferred.
- Grants management systems experience desired.
- Demonstrated sensitivity to the power differential inherent in the funder-grantee relationship as well as the ability and the willingness to manage such relationships properly, professionally, respectfully, and ethically.

## WORK ENVIRONMENT

The Foundation is currently in a hybrid work environment reflecting the limitations caused by the pandemic however operates out of offices located in Center City Philadelphia. We do not require masks, although we provide them for those who may prefer to wear them, and we encourage staff to be sensitive to situations in which their colleagues might prefer for them to wear a mask. The office is open to visitors. The Foundation reserves the right to shift, at any time, to a full-time in-person environment, if determined necessary.

This role makes frequent use of computers, keyboards, phones, and other common office equipment and involves a combination of stationary (desk) and mobile (throughout our office space) work, as well as occasional travel and "offsite" meetings/interaction.

In the interest of the safety and wellbeing of our team and the community we interact with, the Foundation requires all employees and visitors to our workplace to be fully vaccinated against COVID-19. The Foundation will consider reasonable accommodations for candidates who cannot receive the vaccine due to a disability or religious beliefs.

## COMPENSATION

A robust benefits package is provided including medical, dental, short, and long-term disability, and life insurance; 403b; separate pension plan; and paid time off for vacation, sick, personal, and specific holidays. The annual salary for this position is \$100,000.

The Regional Foundation is an Equal Opportunity Employer, committed to diversity, equity, and inclusion. We welcome and encourage all qualified candidates to apply, including returning citizens.

Interested candidates should apply by emailing a cover letter and resume to [Info@Regionalfoundation.org](mailto:Info@Regionalfoundation.org) no later than April 3, 2023.