



**LA84 Foundation**  
**Position Posting: Program Officer**

**THE ORGANIZATION:** As a legacy of the 1984 Olympic Games, the LA84 Foundation is a nationally recognized leader in support of youth sport and play and elevating the importance of sports in positive youth development. LA84 seeks to provide an opportunity for every child to participate in sports and experience the wide range of positive outcomes associated with youth sport participation. Since its launch in 1985, LA84 has invested millions in the communities that supported the Games, reaching more than 3 million youth throughout Southern California, from Santa Barbara to San Diego County. The LA84 Foundation continues to promote the spirit of the 1984 Olympic Games by convening and engaging local, national and international audiences about the role of sport in society. LA84's headquarters is located in the historic Britt House near downtown Los Angeles, where it houses meeting facilities and the world's premier sports library. For more information, please visit [www.la84.org](http://www.la84.org).

**Position Summary:** Program Officers (POs) are the primary grant-making professionals at LA84 Foundation. Currently reporting to the VP/Chief of Staff, however they will ultimately report to the Director, Grants and Programs. Program officers work in collaboration with the Grants and Programs team and the LA84 management to assure alignment of external activities, programs, and grantmaking with strategic vision and organizational goals, in pursuit of the achievement of Foundation's mission. Program Officers serve as community liaisons to prospect organizations, maintain strong and active relationships with grantees, as well as cultivate and sustain relationships with stakeholders, other funders, and experts in the field of sports-based youth development and youth sports. Strong project and time management skills are a must.

**RESPONSIBILITIES**

- Makes grant funding recommendations for executive review and approval, including review of grant applications, outreach and research on prospective grantees, due diligence, analysis and preparation of grant recommendations and associated documents for executive and board level review.
- Provides assistance to grantees as needed and requested to support funding requests and support successful implementation of programs
- Monitors active grants through in-person and telephone contacts, review of grantee progress and final reports.
- Develops, analyzes and makes recommendations on programs and initiatives.
- Ensures grantee compliance with grant outcomes and reporting requirements.
- Actively engages in strategy development and participates in the grant peer review process.
- Establishes and maintains collaborative and cooperative working relationships with staff.
- Supports and reviews program and grant outcomes, analyzes data to inform future grant strategy development and management.
- Inputs data into automated grants and programs system and prepares reports and correspondence related to assigned grants and programs.
- Represents LA84 Foundation at community events and ceremonies and serves as a spokesperson for the foundation, as needed.
- Works towards developing collaborative partnerships with relevant stakeholders, policy makers, opinion leaders, corporations, business, civic institutions, and other funders to advance the mission, values, and strategic vision

Other roles and responsibilities as assigned.

## REQUIREMENTS

- Bachelor's Degree; Masters Degree preferred.
- 5-7 years' experience, preferably in a grant-making or nonprofit organization.
- Programmatic knowledge based in youth sports and/or youth development.
- Strong written communication skills.
- Excellent communication and interpersonal skills, with a collegial and collaborative approach.
- Experience with nonprofit operations, finance, management, and structure.
- Some knowledge of technical assistance in the non-profit sector.
- Ability to organize detailed information, manage workflows and schedules.
- Ability to effectively interact with the public and serve as a spokesperson for the Foundation.
- Valid driver's license and automobile for site visits.

### Helpful skills:

- Familiarity with grants management software and relational databases.
- Foundation mission and programs.
- Bilingual language competency is desirable.
- Entrepreneurial spirit.
- Strong problem solving, analytical and presentation skills.
- Polished in presentation and communication, both written and verbal.

### WORKING CONDITIONS:

- General office environment, depending on health and safety precautions. May be temporarily a hybrid remote/in-office environment depending on manager and work responsibilities.
- Physical demands include lifting and moving equipment and supplies up to 25 pounds, visual acuity in reviewing detailed computer records, physical requirements related to sports activities and periodic travel.
- Occasional weekend, late afternoon, and evening hours.

The above description is intended to describe the general nature and level of work performed and is not intended to limit the scope of potential work assignments.

### BENEFITS AND SALARY:

Medical, dental, Vision, life, 401k, paid holidays, floating holidays, winter holiday office closure. The salary range is \$80,000 - \$87,000.

**To apply:** Please send resume including cover letter and the names, phone numbers and email addresses of three professional references by e-mail to [officemanager@la84.org](mailto:officemanager@la84.org). Please use as subject heading "Program Officer" and your last name. Review of applications will continue until the position is filled.