

**Position Title:** Senior Program Officer

**Summary:** Reporting to the Director, Grants & Programs, Senior Program Officers (SPOs) are senior-level grant-making professionals at LA84 Foundation, bringing deep content expertise in fields related to play equity and a track record of working with cross-sector collaborations. Prior grantmaking experience, excellent project and/or portfolio management experience, strong relationship management and interpersonal skills, entrepreneurial drive, and the ability to thrive and success in a dynamic, fluid workplace environment. SPOs also serve as community liaisons to maintain strong and active relationships with grantees, as well as cultivate and sustain relationships with stakeholders, other funders, and experts in the field of youth development and youth sports.

**RESPONSIBILITIES:**

- Responsible for leading initiative/focus-area grants and related-activities
- Serves in a leadership capacity within the nonprofit and philanthropic sectors
- Makes grant funding recommendations for executive review and approval, including review of grant applications, prospecting for new grantees, preparation of written documents and analysis for executive and board level review,
- Provides technical assistance to grantees as needed and requested to support funding requests and support successful implementation of programs
- Monitors grants through in-person and virtual or telephone check ins, review of grantee reports.
- Develops, analyzes, and makes recommendations on programs and initiatives.
- Actively participates in strategy development and written proposal review.
- Develops, manages, reviews and complies with grant-making budgets.
- Establishes and maintains collaborative and cooperative working relationships with staff as appropriate and necessary.
- Supports and reviews program and grant outcomes, analyzes data and summarizes as needed 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 the Foundation at community events and award ceremonies; occasionally serves as a spokesperson for the foundation.
- Supports the establishment of new partnerships with relevant stakeholders, policy makers, opinion leaders, corporations, business, civic institutions and other funders to advance the mission, values, and strategic vision
- Contributes content to LA84 Foundation publications, website and social media accounts.
- Collaborates with management in the continuing development and implementation of specific strategies to further the mission of the Foundation.

Other assignments outside of grants and programs area may be required in furtherance of the Foundation's mission.

## **REQUIREMENTS**

- Bachelor's Degree required; Master's Degree preferred
- 5-7 years' experience, preferably in a grant-making organization.
- Programmatic knowledge base and experience with youth sports youth development particularly serving BIPOC communities.
- Nonprofit operations, management, and structure
- Technical assistance to non-profit sector.
- Strong written and oral communication skills.
- Ability to organize detailed information, manage workflows and schedules.
- Excellent interpersonal skills, collegial and collaborative approach
- Identifies solutions to be responsive to stakeholder (internal and external) needs
- Ability to effectively interact with the public and serve as a spokesperson for the Foundation
- Familiarity with grants management software and relational databases, is a bonus.
- Foundation mission and programs.
- Considers impact when executing daily tasks
- General supervisory concepts and techniques.
- Spanish language competency is desirable.
- Valid driver's license and automobile for site visits.

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.

## **COMPENSATION**

- Exempt: Range: \$86,520 - \$98,495; Commensurate with experience.