Position summary: The Program Officer is responsible for managing a set of Common Counsel Foundation’s (CCF) grantmaking programs, including national and regional grant portfolios across a range of issue sectors; managing grantmaking strategies for clients; managing pooled funding initiatives; and, advancing thought leadership in the field of philanthropy around social change and educating donors; and, advising clients on their grantmaking and other philanthropic activities.

Responsibilities include:

Philanthropic Advising and Grantmaking Implementation (65% of time)

- Leads multiple annual grantmaking strategies for member funds and donor advised funds to further each client’s mission, in alignment with CCF’s grantmaking strategy.
- Researches and reviews proposals, conducts due diligence, and prepares written and verbal docket presentations and site visits for clients.
- Provides leadership and support for the grantmaking strategy of member funds and donor-advised funds to better align with CCF’s grantmaking strategy.
- Coordinates with Grants Manager to ensure accurate administration and processing of grant portfolios.
- Participates actively in stewardship of client relationships with fund members, major donors, and institutional partners.

Pooled Grantmaking Collaboratives (20%)

- Manages the programmatic and fundraising needs of a pooled funding initiative at CCF such as the Native Voices Rising (NVR) pooled fund.
- Supports the growth and development of CCF’s shared grantmaking collaboratives with proposal and report writing and calendaring.
- Participates and supports in organizational conversations to investigate potential pooled grantmaking collaboratives.

Organizational and Field Building (15%)

- Participates in regular staff meetings and annual program and board/staff retreats, as well as providing feedback around CCF’s direction
- Provides external leadership on behalf of the Foundation, representing the Foundation in the sector and community on various boards and committees.
- Builds key partnerships with prospective donors, institutional funders, and grassroots organizations, with the goal of collaborating and better aligning and influencing external dollars to support frontline communities.
- Develops and tracks knowledge of trends across social change issue and progressive philanthropy across the United States
- Other tasks as assigned.
Candidates for the Program Officer position typically have /are:

- Experience in community organizing and working with and/or supporting community-based social justice organizations
- Familiarity with social change foundations and donors, as well as grassroots fundraising strategies
- Minimum of 2 years of experience as a foundations program officer, nonprofit fundraiser, or program leader in progressive social change organizations
- Willingness to learn and understand the rules and regulations governing donor vehicles, including public charities, private foundations, donor advised funds, fiscal sponsorships and supporting organizations
- A team player with excellent interpersonal skills and ability to work with a variety of clients and staff graciously and with a sense of humor
- A passion for racial, social, environmental and economic justice
- The ability to juggle multiple clients, projects and deadlines
- Strong program management skills
- Excellent interpersonal, writing, and verbal communication skills, including public speaking skills
- Experience with research and analysis
- A bachelor's degree or equivalent work experience
- Proficiency with computer systems and databases
- Fluency in a language other than English is a plus

Common Counsel Foundation provides equal employment opportunities to all employees, volunteers and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

All positions at Common Counsel Foundation involve frequent use of a computer and telephone. This position at times, may need to lift boxes and equipment. Reasonable accommodations can be made to enable individuals with differing abilities to perform the essential functions of their position.

This position is required to travel locally by public transit or driving. Out of area travel, and spending time away from home is required for up to 25% per year