



SIEBERT
LUTHERAN FOUNDATION

JOB OPPORTUNITY:

PROGRAM OFFICER (0.5 FTE)

Job Summary

The Siebert Lutheran Foundation has invested more than \$131 million in Lutheran-affiliated schools, ministries, and human service agencies impacting the lives of families, congregations, and communities since its inception in 1976. Visit siebertfoundation.org for more information about our mission and impact.

The part-time (0.5 FTE) Program Officer position will be responsible for the development, management and evaluation of a portfolio of grants and initiatives to fulfill the mission of the Siebert Lutheran Foundation. The ideal candidate will have experience engaging with organizations to assess their programs' impact and sustainability. In addition to working as part of a team, the incumbent will have contact with the Board of Directors, ordained clergy and other ministry leaders, grantee not-for-profit organizations, and a variety of others, from clients served by our funded programs to C-suite individuals. The incumbent will play an integral role in identifying programs and projects that make a significant difference in the southeastern Wisconsin Lutheran community. It is anticipated that this position will work 15-20 hours per week, with weekly hours varying according to the grant cycle schedule.

Supervisor and Work Direction

The incumbent will work under the direct supervision of the Impact & Program Director, who will establish priorities and goals for this position.

Job Duties

Grantee Relationship Management and Due Diligence

- Conduct due diligence on assigned grant requests.
- Cultivate relationships with assigned current and prospective grantees.
- Conduct site visits to assess progress of grantee organizations and projects.
- Manage assigned grant portfolio to ensure that all Siebert requirements are met.
- Identify opportunities to connect grantees doing similar work and with other resources that will meet grantees' needs; convene grantees to share best practices and meet other Foundation objectives.
- Identify opportunities for building grantees' capacity for implementing projects and programs funded by Siebert, as needed, and work with Impact & Program Director to leverage these opportunities.
- Identify alternative resources for organizations that do not qualify for Siebert funding.

Grantee Reporting

- Track grantee reporting requirements.
- Follow up with grantees that have not completed or submitted their reports in a timely way, or whose reports do not reflect the intended outcomes outlined in the grant application.
- Review grantee reports to assess and document grant impact.

Reporting Impact to Board and Other Stakeholders

- Prepare committee recommendations with ability to provide rationale and support for grantmaking.
- Present recommendations to staff and Board Grant Committees regarding funding for grant requests.

- Prepare and present reports to Board as assigned.
- Work with Communications Director to identify successes and create stories of impact for internal and external publications.

Qualifications

- Bachelor's degree in a related field or equivalent work experience is required.
- The ability to represent the Foundation in a professional and personable manner, and to treat each person with dignity and respect, is critical to success in this role.
- Ability and willingness to work as an integral part of a small team and integrate into a culture of high productivity and Christian values is of utmost importance to success in this role.
- Given the nature of the Foundation's work with faith-based leaders, strong values, ethics, and moral character are non-negotiable. An active Christian faith commitment is required and a Lutheran background is preferred.
- The ability to work within a pan-Lutheran context is required.
- Must be proficient in the use of office technology including Microsoft 365, SharePoint, Microsoft Word, Access, PowerPoint, Excel, and Outlook. Must be able to comprehend and efficiently use web-based or software programs relative to the Foundation's operation, including Smart Simple.
- Knowledge about and experience working with nonprofit organizations is required.
- Effective verbal and written communication skills and interpersonal skills are required.
- Experience in convening and facilitating small-group meetings.
- Adept at research, analysis, problem solving, and strategic thinking.
- Ability to synthesize large amounts of information into brief summaries.
- Self-directed and able to work independently.
- Must have a valid driver's license, proof of auto insurance and reliable transportation. Driving to/from site visits is required.

Salary Range & Benefits

The compensation for this part-time position will depend on the credentials, salary history, and experience of the candidate selected.

Siebert Lutheran Foundation offers a flexible schedule, opportunities to work remotely, and the opportunity to work with a faith-based staff and Board. This part-time position will be eligible for Paid-time Off (PTO), Life Insurance, Short and Long-term Disability Insurance, and Pension, but it will not be eligible for Health Insurance.

To Apply

Culturally and racially diverse applicants are encouraged to apply.

To apply, email a cover letter and resume to Edgar Russell, Impact & Program Director, at edgar@siebertfoundation.org with the subject: "Program Officer Application." No phone calls, please.

Please note: The anticipated start date for the person selected for this position is on or around March 9, 2020.