



Program Officer

About Virginia G. Piper Charitable Trust

Honoring the legacy of Virginia Galvin Piper, Virginia G. Piper Charitable Trust supports organizations that enrich health, well-being, and opportunity for the people of Maricopa County, Arizona. The Trust concentrates its efforts in six areas: Arts and Culture, Children, Education, Healthcare and Medical Research, Older Adults, and Religious Organizations. Learn more at: pipertrust.org.

Position Summary

The ***Program Officer*** is a member of Piper Trust's program/grantmaking team and works closely with all Program staff and across all Trust teams including, grants management, finance, strategic learning, and communications; the Program Officer also works collaboratively with colleagues from other foundations and nonprofits, locally and nationally. In this position, the Program Officer is initially the primary contact for nonprofits wishing to submit proposals to the Trust. The ideal candidate possesses a passion for the mission of the Trust and high degree of intellectual curiosity.

Responsibilities

- Identify prospective grantees; review and respond to grant proposals.
- Analyze project proposals and work with grant seekers to strengthen proposals.
- Prepare recommendations for Trust funding or rationale for decline.
- Monitor compliance with reporting requirements; assess grant results.
- Other duties as assigned.

Qualifications and Experience

- An advanced degree in social sciences, education, health, or a related field is preferred along with seven years (minimum) of professional nonprofit experience.
- Substantial experience working in one or more of the Trust's focus areas (early childhood development, youth, older adults).

- Deep knowledge of Maricopa County’s nonprofit community and the intersection between government and nonprofit sectors.
- Understanding the philanthropic sector, its role in the community, and stewardship of limited resources.
- Experience working with dynamic databases, managing budgets, and working with foundation and nonprofit boards.

The Successful Candidate Demonstrates

- Excellent writing skills; can synthesize complex information into concise written/verbal formats.
- Strong skills in: public speaking, project coordination/management, multi-tasking, and prioritizing/executing simultaneous deadlines.
- Strong interpersonal skills including: flexibility and capacity to work in a collegial and collaborative environment; active listening; active meeting participation; timely identification and resolution of conflicts; objectivity and openness to others’ views.
- Ability to deliver thoughtful and effective feedback to grant seekers and colleagues.
- Commitment to continuous knowledge, skill building, and pursuit of professional development.
- Personal integrity, high professional standards, intellectual curiosity, and an ability to establish mutual accountability and respect.
- Attributes of a servant leader.
- Proficiency in Microsoft Excel, Word, and Outlook.

Employment

The Program Officer is a professional, full-time, exempt position; salary range is \$75-\$85K annually and is commensurate with experience. The Trust also provides a comprehensive health benefits and retirement package. The Trust conducts a pre-employment background check and observes a 90-day introductory period for all positions.

Virginia G. Piper Charitable Trust is a private foundation and an equal opportunity employer. All employees and applicants are afforded equal opportunities for employment without discrimination of race, color, religion, sex, age, sexual orientation, marital status, national origin, disability, or any other protected characteristic established by law.

How to Apply: View online job description at: pipertrust.org/employment. Email a cover letter, resume, and contact information for three professional references as a single Word or PDF document to: employment@pipertrust.org. Application deadline: September 2, 2019.