



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 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. This position is an initial primary contact for nonprofits wishing to submit proposals to the Trust. Piper Trust accepts grant requests year-round. The proposal process takes approximately six months; completed proposals are presented to Piper Trust's Trustees monthly for their consideration. The ideal candidate has grantmaking experience and possesses a passion for the mission of Piper Trust and a high degree of intellectual curiosity.

Responsibilities

- Build and maintain respectful, positive working relationships with individuals and organizations from diverse backgrounds, including ideological diversity.
- Analyze project proposals and work with grant seekers to strengthen proposals.
- Prepare recommendations to Trustees for Trust funding or rationale for decline.
- Monitor compliance with reporting requirements; assess grant results.
- Represent the Trust in myriad collaborative efforts, committees, task forces, and work groups.
- Other duties as assigned.

Qualifications and Experience

- Seven years (minimum) of professional experience in the nonprofit sector, including experience within a grantmaking organization—preferably a place-based foundation.
- An advanced degree in social sciences, education, health, or policy/administration is preferred. Significant professional experience may offset these educational qualifications.
- Substantial professional experience in one or more of the Trust's focus areas (early childhood development, youth, older adults) Experience balancing competing priorities and meeting deadlines in a dynamic environment, often via non-linear processes; skilled in project coordination/management, multi-tasking.

- Comprehensive understanding of needs facing diverse populations throughout the community; ability to scan the field for trends and opportunities.
- Deep knowledge of the nonprofit community and the intersection between government and nonprofit sectors; understanding of current issues facing the nonprofit sector.
- Understanding of the philanthropic sector, its role in the community, and stewardship of limited resources; appreciation for the balance of ideals with realities and ability to operate within limitations.
- Experience working with dynamic databases and managing budgets.
- Experience working with foundation and nonprofit boards, stakeholder groups, contractors, and experts in the field.

The Successful Candidate Demonstrates

- Excellent communication skills; brings strong, persuasive oral and writing skills and an ability to draft complex documents for various audiences effectively and efficiently; ability to support established messaging with consistency and clarity; ability to adjust message and tone to a variety of audiences as needed; effective public speaker.
- Strong analytical skills, with experience synthesizing and organizing complex information and presenting ideas in a pragmatic, compelling manner; is rigorous and organized.
- 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; experience handling change and transition.
- Appreciation of the funder/grantee relationship and understanding of inherent power dynamics.
- 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 and an ability to establish mutual accountability and respect; exceptional professional judgement.
- Attributes of a servant leader; passion for grantmaking as service to the community.
- Proficiency in Microsoft Office applications.

Employment

The Program Officer is a professional, full-time, exempt position; salary range is \$85-\$95K annually and is commensurate with experience. The Trust also provides generous comprehensive health and retirement benefits. 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: Open until filled.