



Program Officer, Capacity Building

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, Capacity Building*** 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, Capacity Building also works collaboratively with colleagues from other foundations and nonprofits, locally and nationally.

The Program Officer, Capacity Building is the primary lead for the execution of the Trust's capacity building program offerings designed to help nonprofits strengthen their management, operations, and leadership. In addition, this role manages several small grant programs. The Program Officer, Capacity Building reports to the Vice President of Programs.

The ideal candidate has a passion for the mission of the Trust and high degree of intellectual curiosity.

Responsibilities

- Overall management of capacity building programming including scheduling, communication coordination, and day-of logistics for meetings, trainings, and cohort convenings.
- Lead exploration of strategic expansion of the Trust's capacity building framework; research new models and trends in the field and seek networking and learning opportunities with experts in the field of capacity building.
- Plan and coordinate Piper Trust capacity building events (e.g., Piper Academies, ATLAS, AGILE, Good Governance Fund); responsibilities include researching potential Academy presenters, handling event logistics, assisting with the selection and purchasing of relevant program materials, preparing communications materials, and monitoring results.
- Manage a portfolio of small grants (grant awards of \$20,000 or less) focused on strengthening nonprofits and annual Trustee-initiated investments; responsibilities include coordinating funding requests, preparing board materials, monitoring grant requirements, and reviewing final reports.
- Manage grantee communications; answering questions about programming, process, requirements, and logistics.
- Collaborate with program and communications staff on special projects.
- Work closely with grants management staff in monitoring grant requests, interim and final reporting requirements, and maintaining correspondence with grantees.
- Write, edit, and proofread various program materials for internal and external publication.
- Perform administrative duties in support of others throughout the Trust.

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, particularly in the area of capacity building and leadership development.
- Substantial experience working in one or more of the Trust's focus areas (e.g., early childhood development, youth, older adults, arts and culture, healthcare and medical research).
- Deep knowledge of Maricopa County's nonprofit community and the intersection between government and nonprofit sectors.
- Knowledge of 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; 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 other views.
- Ability to deliver thoughtful and effective feedback to grant seekers and colleagues.
- Ability to travel within Maricopa County to participate in internal and external meetings/engagements.
- 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, Capacity Building is a professional, full-time, exempt position; salary range is \$75-\$90K annually and is commensurate with experience. Piper Trust also provides a comprehensive health benefits and retirement package, and a flexible work environment (with requirements of local residency and transportation). 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. Piper Trust is interested in learning about the effectiveness of reaching applicants for its position openings, as such, please indicate how you learned about this position opening (name of website, etc.) in your cover letter (note this is optional). Application deadline: Open until filled.