

POSITION: Program Officer, Equity
REPORTS TO: Vice President, Community Programs

DESCRIPTION

Rochester Area Community Foundation, one of the largest foundations in upstate New York, is looking for a Program Officer to oversee and embrace its equity leadership and grantmaking work, in collaboration with the Vice President, Community Programs. The Community Foundation uses its extensive knowledge of the Rochester community and its expertise in the operations and capacities of nonprofits to provide millions of dollars in grants annually to our region's organizations. We believe that by working with community partners we can create and maintain a community that is equitable and vibrant. Along with a belief in our mission, the ideal candidate is also engaged in the community; strategic, organized and analytical; able to manage multiple projects; a contributor to positive team culture; a strong communicator; and committed to ensuring that we make impactful grants and serve as a resource to the Rochester region.

The work of the Community Programs department is organized around two goals: creating an equitable community and strengthening our region's vitality. To achieve these goals, we make grants and engage in community leadership. Community leadership includes convening, research and information dissemination, advocacy, the creation of multi-stakeholder initiatives, and engagement with partners across a broad range, including the nonprofit, public, faith, and private sectors.

The Community Foundation's equity goal includes three areas for action:

- **Closing Academic Achievement and Opportunity Gaps**
Making a significant and sustainable reduction in academic achievement and opportunity gaps as experienced by many children, with emphasis on children living in the City of Rochester.
- **Fostering Racial and Ethnic Understanding and Equity**
Creating community awareness of racial and ethnic inequities and building sustained, community-based collaborative initiatives that remediate and prevent such inequities.
- **Partnering Against Poverty**
Creating community awareness and understanding of the concentration of poverty and how it affects our community, and encouraging efforts that address its effects.

JOB PROFILE

The Program Officer, Equity manages the Community Foundation's grantmaking and community leadership in the equity goal area. The Community Foundation seeks a dynamic, creative, and collaborative candidate to work with the Vice President, Community Programs and the Program/Distributions Committee to shape the equity area. Initially, the Program Officer will participate in fully developing the strategy for attaining the equity goal, and then play a leading role in building a strategic portfolio, combining community leadership and grantmaking. The Program Officer will identify

levers of systemic change and key opportunities for investment in each action area to achieve the equity goal.

Additional responsibilities include:

- *Grantmaking* – reviewing, analyzing, and summarizing proposals within the assigned action areas and preparing written recommendations to the volunteer Program/Distributions Committee and Board of Directors; managing, monitoring, and coordinating a grants portfolio, including annual grant planning, identifying and working with prospective grantees, conducting organizational assessments, undertaking periodic reviews of progress with grantees, and providing technical assistance; and managing all related grant processes (e.g., preparation of grant agreements, terms and conditions, final report terms, etc.).
- *Internal and External Resource* – maintaining a high level of expertise in urban education, racial equity, and poverty; serving as a resource and educator for Community Foundation staff, Program/Distributions Committee, Board, donors, and the community; and identifying and soliciting resources (including external grants) to support the work of the Foundation.
- *Program Monitoring and Learning* – critical assessment on the grant portfolio in order to adjust grantmaking and community leadership practices accordingly, frequent research and learning from other community foundations, partners and grantee organizations, public officials, academic institutions, and community members, as well as from donors and other stakeholders to identify best practices and new opportunities for the work of the Community Foundation.
- *Community Partnerships* – representing the Community Foundation in a variety of initiatives and activities that help further the goals of the assigned areas. Participation in these partnerships includes regular attendance at meetings, strategy setting, guidance on research and evaluation, and public policy work, as well as pursuing opportunities to leverage funding, communications, and other expertise to help further common objectives.
- *Communications Support* – assisting other departments in meeting their goals for communicating needs, funding opportunities, and accomplishments to Community Foundation donors and partners; contributing to the preparation of the quarterly *Grantmaking Opportunities*; giving oral and written progress reports and presentations to varied audiences; supporting special events; and serving as a conduit to bring vital external information to the Community Foundation.
- *Support of Vice President and President/CEO* – May be asked to represent the Community Foundation's leadership in public and Foundation meetings.

Given the dynamic nature of the Community Foundation's work, the job will inevitably grow and change over time. There will be other duties as assigned by the Vice President for Community Programs. The Program Officer, Equity's recommendations for these changes, additional duties, and participation in their implementation will be valued.

CANDIDATE PROFILE

Candidate must be able to see the forest (analysis of macro trends and opportunities for systems change) and the trees (targeted programmatic interventions). Strong interpersonal skills and a capacity to work with people from all backgrounds are also essential. A candidate should also be creative and collaborative; possess outstanding oral and written communication skills; and demonstrate planning and analytical ability. Experience facilitating meetings is critical, as is capability with technology, including a willingness to engage new or unfamiliar software. Candidate should possess grantmaking and/or grant-seeking experience or aptitude. Candidate must be flexible and adaptive and able to handle multiple tasks simultaneously. A self-starter with a keen desire for excellence and accuracy is desired. Candidate should be passionate and mission-driven and willing to invest the time to execute the mission. Must be able to work evenings and weekends as needed. Travel for the position is primarily local, but potentially extensive.

The preferred candidate will have outstanding knowledge, commitment, and skills related to racial justice, anti-racism, community change, and collaborative leadership. Deep understanding and experience in community/economic development, poverty, and strategies for building individual and familial wealth are preferred. Also sought are knowledge and relationships in education, particularly within the urban education arena.

MINIMUM EXPERIENCE

Leadership experience on matters of education and urban education, racial equity, and/or poverty and poverty reduction in a multi-racial/multi-ethnic urban center. At least seven to 10 years' professional experience in program management in community, voluntary agencies, social services, government, or other arenas directly related to the Community Foundation's work. A master's degree in an appropriate discipline is preferred; a bachelor's degree with relevant experience will be considered.

COMPENSATION

Competitive, based on recent compensation survey, with standard Community Foundation benefits. Approximate starting range: \$55,000 - \$65,000

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position.

**Rochester Area Community Foundation is an Equal Opportunity Employer
and believes strongly in a diverse workforce.**

To Apply:

By **June 24, 2022**, send a **cover letter and resume**, to Program Officer for Equity Opening, Rochester Area Community Foundation, Attn: Human Resources, 500 East Avenue, Rochester, NY 14607 or email to RACF-ProgramOfficerEquity@racf.org.

NO PHONE CALLS, PLEASE.