



**James F. and Marion L. Miller Foundation  
Job Posting  
Program Officer**

**Opportunity:**

The James F. and Marion L. Miller Foundation is hiring a Program Officer for our Portland office. The Program Officer joins a small team that meets with applicants and grantees, reviews applications and reports, analyzes financial data, prepares recommendations, and meets with the board to support grant-making in the arts and K-12 education.

The Foundation supports a vision of Oregon where the arts thrive in supportive communities and educational systems support the effectiveness of teaching and learning in every classroom. The Miller Foundation invests in strong leaders and business models, and, working with nonprofit organizations and partners, encourages strategic approaches that enable grant funds to have a significant impact. A committed board of five and a staff of four work collaboratively and foster a culture of learning, knowledge and flexibility to meet the needs of nonprofit organizations.

Statewide, the Foundation funds more than 150 grants annually for a total of \$10 million – half in the Arts and half in Education. For more information: [www.millerfound.org](http://www.millerfound.org)

**Position Overview:**

The Program Officer will join a team including the Executive Director and a Program Officer to respond to funding opportunities which advance the work of our nonprofit partners and implement the goals of the Foundation. This team works closely with the Grants Manager and the Foundation's Administrative Assistant.

The Program Officer will report to the Executive Director. This position's core responsibilities include: developing relationships with nonprofits, funders, and other community partners, managing details of the grant-review process, and looking for opportunities to strengthen both the sector's capacity for growth and change as well as its resilience and long-term effectiveness.

Specifically, the Program Officer will:

- Work with applicants and grantees through all aspects of the grant-making process including advising prospective applicants and supporting them through the application process; reviewing proposals, finances, and project funding plans; investigating and providing in-depth objective analysis of the organization; making site visits as warranted; and preparing grant summaries for review by the board.
- Cultivate relationships with nonprofit organizations and communities throughout the state to help identify and encourage eligible first-time applicants and applicants from underfunded populations
- Provide thoughtful and relevant support and assistance to prospective and current grantees and partners
- Collaborate with other staff members to evaluate Foundation processes, successes and challenges to ensure continual improvement in serving the needs of our communities and grantees
- Represent the Foundation in collaborative funding and learning opportunities, relevant affinity or grantee groups, and Oregon's nonprofit sector
- Maintain a commitment to ongoing learning and study of issues in the arts and education

- Support opportunities for shared learning among grantees and other stakeholders such as convening, educational forums, conferences and task forces
- Assist the Executive Director, the board and staff in implementing program initiatives and special projects, when appropriate

**Profile of a Successful Candidate:**

The ideal candidate will have a strong interest in the work of the Miller Foundation and a desire to contribute to its mission. The Program Officer will demonstrate a broad interest in and knowledge of the nonprofit sector in Oregon – its needs, its evolution and its communities.

A successful Program Officer will be a creative problem-solver with a strong measure of curiosity. The position requires someone who is a quick learner, can manage priorities and balance multiple demands proactively with a sense of humor. Candidates must have a strong work ethic with high personal and professional standards of transparency and accountability with a commitment to getting things done. Successful candidates must demonstrate humility and sensitivity in managing the relationship between grant-seekers and the Foundation. The candidate must have a genuine desire to listen and learn from the field – our applicants, grantees, colleagues and community members. A personal interest in and commitment to a work environment that values collaboration, respect and equity is paramount.

The Miller Foundation seeks a professional with the following attributes:

- Bachelor’s Degree or equivalent experience in lieu of degree
- Seven to ten or more years progressively responsible work experience, primarily in the nonprofit sector, preferably within the state of Oregon
- Knowledge and experience in assessing community challenges and opportunities and the capacity to identify and conceptualize realistic, creative opportunities for private foundation leverage
- Proven aptitude and affinity for due diligence, including investigation, research and evaluation with reliable attention to detail
- Experience assessing needs of and providing technical assistance to a broad range of organizations
- Proven analytic abilities in, or transferable to, the areas of nonprofit management, finance, governance and program design and delivery
- Strong relational, interpersonal skills with a communication style that is relaxed, authentic and transparent and always constructive, especially in providing or receiving feedback
- Excellent written and oral presentation skills with the ability to synthesize complex information into clear, concise summaries and presentations
- Demonstrated ability to handle sensitive information effectively and confidentially
- Adept using Microsoft Office, including Outlook, Word, Excel, PowerPoint, facile Internet user, knowledge of Adobe Acrobat, and experience working in a network environment with an integrated database
- Valid Driver’s license and the ability to travel within Oregon, and occasionally beyond on an as-needed basis; an appreciation and enthusiasm for visiting communities outside Portland which is a part of the role

The Miller Foundation is an equal opportunity employer committed to creating a welcoming work environment that values diversity, equity and inclusion. The Miller Foundation encourages applicants from diverse backgrounds and seeks to hire qualified staff reflecting the diversity of the communities it serves.

**Start Timeframe:**

We seek to have someone in place by mid-April 2018.

**Compensation:**

The salary range starts at \$68,000 and is commensurate with experience. The position has a benefits package that includes medical and dental insurance, flexible spending program and retirement benefits.

**To Apply:**

All applications are held in strict confidence.

Your resume should reflect the skills and experience in the job posting. Please submit your resume and a one-page letter of interest addressing the following two questions:

- 1) Please share why you feel you have the requisite skills to be successful in a small and dynamic setting as described. Or please share when you have worked in a setting that required you to wear many hats.
- 2) What are the key challenges that our nonprofits face in Oregon which can be helped by Foundation support?

Materials can be emailed to Martha Richards, Executive Director, at the Miller Foundation at [po@millerfound.org](mailto:po@millerfound.org).

To be considered, interested candidates are encouraged to apply as soon as possible; applications submitted by 5:00 P.M. March 23, 2018 will receive priority consideration. Confirmation of receipt of the application materials and any correspondence regarding next steps in the hiring process will be provided by email.

PLEASE DO NOT CALL, EMAIL OR OTHER OTHERWISE SOLICIT FOUNDATION BOARD OR STAFF MEMBERS REGARDING THIS POSITION.