

The J.R. Albert Foundation
Job Title: Program Officer
Reports to: CEO
FLSA: Exempt
Salary Range: \$70,000 - \$80,000

The J.R. Albert Foundation, located in Naperville, Illinois, was founded in November 2007 and strives to promote local and healthy food systems throughout the Midwest. Specifically, the Foundation has a history of community engagement and strong relationships with nonprofit food system organizations in the states of Illinois and Missouri. These organizations provide solutions in the areas of agriculture, nutrition education, food sovereignty, farmer training, food policy advocacy, and food access.

The Position:

The Program Officer will carry out the Foundation's grantmaking processes, procedures, and communications throughout the Kansas City and Springfield areas of Missouri. Focusing on food system organizations, the Program Officer will identify, develop, and manage opportunities and programs that leads to positive change in local communities.

The ideal candidate will have experience working with philanthropy. They should also have experience in nonprofit management and be able to provide technical assistance in the areas of organization administration, development/fundraising, or program development. They will have a background in systems thinking or systems dynamics. The candidate should also understand food systems (including agriculture, food access, nutrition, etc.) and its relationship to other systems affecting a community.

The position will be remote and offers health benefits, vacation and personal days, and retirement benefits.

RESPONSIBILITIES:

1. Grantmaking:

a. Focusing primarily throughout Missouri, the Program Officer investigates assigned grant requests, conducts site visits, and collects information needed for thorough review of grant proposals.

b. Prepares or ensures timely and accurate preparation of grant request summaries for board, recommending action as appropriate.

c. Communicates with assigned organizations, seeking and providing information necessary to the grantmaking process.

d. Monitors grantee performance and progress, periodically reviewing the status of grant execution to ensure consistency with provisions of grant award. Recommends appropriate action to CEO.

e. Works with CEO to maintain the integrity of online grant database and organizational records.

f. Undertakes special studies/projects as requested by the CEO.

2. Solution Development and Management

a. Works with grantees to gauge programmatic impact and response to unintended effects on various systems in a community.

b. Identifies and manages relationships with nonprofit associations, educational institutions, and professional trainers and consultants for the purpose of organizational capacity building in Missouri.

c. Fosters the development of projects that have systems impact over time.

d. Provides assistance and referral to nonprofit organizations and represents the Foundation in the nonprofit community as called for.

3. Learning, Evaluation, and Communications

a. Stays informed and current on issues and trends in philanthropy, the nonprofit community, and food systems and specific program areas and uses a systems-thinking lens to examine viability of interventions and programming.

b. Assists in managing data collection necessary for organizational learning and strategy development.

c. Works to increase effectiveness in grant analysis and evaluation by participating in activities to develop skills and knowledge, including seminars, conferences, and independent study.

d. Represents the Foundation in the philanthropic community, participating in activities that contribute to the overall effectiveness of The Foundation and its community philanthropic performance.

4. Administrative:

a. Oversees the Foundation's website.

- b. Coordinates and facilitates committees as assigned.
- c. Serves as liaison to IT support and coordinates Foundation knowledge management, including cloud services and staff/Member access and utilization of technology.
- d. Assists in planning and implementation of Foundation meetings.

Working Environment:

1. The position is based in Kansas City or a resident of western Missouri with travel within and outside the region.
2. This is a full-time position. Attendance at events in the evening and on weekends is occasionally required.
3. A valid driver's license is required for travel.

Applying:

Applications must include a resume and cover letter that clearly articulates how the candidate's skills and experience meet the responsibilities and requirements noted above. Applications may be submitted online or directly to jobs@jralbertfoundation.org with the applicant's name in the subject line.