



## **About the Harry C. Trexler Trust**

The Harry C. Trexler Trust is a private foundation established with the estates of Harry C. and Mary Mosser Trexler. During the more than 80 years of its operation, the Trexler Trust has distributed over \$160 million to Lehigh County charities including more than \$53 million to the City of Allentown for the “improvement, extension and maintenance of all its Parks.” The Trust’s mission is “of the most benefit to humanity ... of the City of Allentown and the County of Lehigh.” The current market value of the assets exceeds \$130 million.

The Trexler Trust is governed by five, court-appointed Trustees. The office is located in Allentown, Pennsylvania, and currently managed by a professional staff of three employees.

The Program Officer will join a staff which enjoys a culture of mutual respect for co-workers that is manifest in honesty, openness, and willingness to work together for the good of the institution and the beneficiaries of the Trust. Employees respect appropriate personal boundaries for each other while sharing in their collective concern of empowering the Trustees to enact the Will of Harry C. Trexler.

Staff are conscientious and diligent about carrying out their individual responsibilities which contribute to the work of the entire organization. The staff’s combined purpose is to serve together providing the infrastructure, support and tools that are necessary for the Trustees as they fulfill their duties as stewards of the Trust’s assets for the benefit the Citizens of Allentown and Lehigh County.

### **Program Officer**

#### *Position Purpose*

The Program Officer is responsible for the planning and coordination of the grant review process and the monitoring of the standards for grantmaking. This position evaluates grant proposals, completes site visits, and prepares grant summaries and recommendations to the Trustees. The Program Officer monitors compliance with grant terms and serves as the technical and administrative liaison to grant-seeking agencies. The position reports directly to the Executive Director.

#### *Summary of Responsibilities*

Assists the Executive Director in the development of the standards for grantmaking and grantee relationships. The position reviews requests from grantees and makes

recommendations as to the appropriateness and significance of grant applications.

Serves as a liaison between the Trust and grant applicants. Works with applicants to develop grant requests suitable for consideration by the Trustees.

Establishes a conceptual and analytical framework to determine the relative merit of the grant proposal.

Reviews and analyzes grant applications and prepares written summaries for the annual grantmaking prospectus.

Develops special analyses to provide insight and assistance for the Trustees' use as they deliberate on the merits of grant requests.

Monitors compliance with terms of awards. Evaluates and reports grant effectiveness and outcomes for individual grantees and the Trust as a grantmaking institution.

Establishes and maintains effective professional relationships in the field and keeps abreast of new concepts, ideas, and resources in philanthropy.

Maintains broad, current knowledge and understanding of specific charitable organizations and issues within Lehigh County, Pennsylvania.

Functions as an essential part of the Trust's team and participates fully in tasks and special projects as assigned.

**Maintains confidentiality of conversations, procedures, and documents for the organization. Exercises good judgement and discretion handling confidential information.**

#### *Employment Standards*

Bachelor's degree required; work experience in private philanthropy, nonprofit management, public policy, social policy, public health, or a relevant area.

Knowledge of best practices, and legal, accounting, and regulatory requirements for grantmaking; understanding of IRS regulations regarding nonprofits.

Significant knowledge and understanding of the development and review of proposals; a minimum of three years of responsible experience as a funder or grantmaker.

Good listening and analytical skills. Comfortable receiving and gathering input from many sources, and able to analyze and formulate disparate information into a sound, well-organized message.

Extensive oral and written communication skills; a highly effective communicator.

Organizational and analytical skills to review and report on technical and financial data to formulate the annual grantmaking prospectus.

Well-organized with respect for details, accuracy, and deadlines. Maturity and ability to balance multiple priorities and set realistic goals and objectives.

Proficiency in full suite of Microsoft Office applications including Word, Access, Excel, PowerPoint, and Outlook, plus, a variety of search engines to conduct research.

Ability to maintain a professional and effective working relationship with Trustees, fellow staff members, grantees, and members of other organizations.

Humility to represent the institution's best interests as one member of the institution.

Commitment to uphold the Trust's code of ethics and maintain the standards of confidentiality for administrative operations and external public relations.

#### *Working Conditions*

Sitting/standing over 75% of on-the-job time

Computer work over 75% of on-the-job time

Close vision required

Stooping, kneeling, bending under 25% of on-the-job time

Hearing, listening, and talking 100% of on-the-job time

Occasional overtime required including attendance at grantee functions in the early morning, evenings, and on weekends

Ability to travel locally using own transportation; roughly 60% of on-the-job time

Moderate noise environment – business office

No unusual work environment hazards, non-smoking environment

#### *Eligibility*

The Trust is an equal opportunity employer. A smoke-free hiring policy is in effect. Applicants must be legally eligible to work in the United States. All qualified applicants and employees will receive consideration for employment or advancement without regard to age, race, creed, color, national origin, ancestry, marital status, sex, sexual orientation, gender identity, physical abilities, or nationality.

#### *To apply:*

Please send a cover letter and resume via U.S. Mail or email. Please do not telephone.

Program Officer

Harry C. Trexler Trust

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