



## JOB DESCRIPTION

<b>Title:</b>	Program Officer
<b>Reports to:</b>	Executive Director
<b>Type:</b>	Part-time (20 hours/week) Non-Exempt
<b>Location:</b>	Charlotte, NC (Hybrid)

### Overview

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The Belk Foundation is a family foundation that invests in public education, specifically K-3 achievement and excellent teachers and leaders. It serves as the public expression of gratitude and commitment shown by the family that created the Belk department store organization. The Foundation awards grants in Charlotte and also considers select state-level initiatives in North Carolina.

### Position Summary

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The Program Officer is responsible for offering strategic input into the Foundation's operations and supporting the evaluation and grantmaking process for nonprofit partner organizations focusing on K-3 achievement, excellent teachers and leaders. The Program Officer will report directly to the Executive Director and should possess experience in all aspects of the grantmaking process, including reviewing applications, making site visits, conducting due diligence, and preparing written analysis and funding recommendations. The Program Officer will also build public awareness of the Foundation's mission and grantees. This individual will cultivate and identify potential grantees through research, networking, community involvement, and relationship-building across Charlotte-Mecklenburg and North Carolina. To succeed in this role, the Program Officer must be exceedingly well-organized, flexible and thrive on the challenges of an active, mission-focused, and lean organization.

The position involves 50% strategic and programmatic work, 20% communications support, 20% administrative duties and 10% other responsibilities. The major responsibilities and essential functions of this role include:

1. Providing strategic operational support and managing all aspects of the grant process for a portfolio of grants. This involves reviewing applications, facilitating the evaluation process, utilizing the online grants system and conducting grant process reviews to increase efficiency and value for applicants and the selection committee.
2. Supporting the continuous improvement of the Next Generation Advisory Group strategy and execution to effectively engage the group in the mission and operations of the Foundation.
3. Leading the letter of inquiry process, researching and recommending new grantees.
4. Assisting the Executive Director and Board Chair with public speaking and engagements. This involves drafting speaking notes, preparing visual presentations and presentation materials as requested.
5. Supporting the coordination of all Board and Grantee meetings. This includes preparing materials, communicating with attendees, creating reports and logistical planning.

Overall, the successful candidate will have excellent organizational and communication skills, as well as experience in grant management, program strategy, and public speaking. The role requires a high level of attention to detail and the ability to manage multiple priorities effectively.

## **Job Requirements and Qualifications**

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### **Behavioral and Personal Traits:**

- High expectations for personal and organizational standards and achievements.
- Excellent interpersonal skills to interact with coworkers, Board members and grant seekers/recipients.
- Exceptional organizational and multitasking skills, with attention to detail being essential.
- Self-confidence, self-awareness and keen judgment when facing multi-faceted issues.
- A calm and caring personal style and the ability to function as a unifying force who functions well in a small staff environment.
- Work proactively with the ability to prioritize responsibilities in a fast-moving and rapidly changing environment, managing interruptions graciously and effectively.
- Self-starter that can work independently, with the ability to partner and collaborate with the Executive Director, other team members and consultants.
- Understand the importance and commitment to practicing confidentiality.
- Genuine curiosity and interest in the mission of the Foundation and its grantees, along with a commitment to continuous learning.

### **Management Practices & Business Applications:**

- Strong critical thinking, strategic thinking, analytical, management, and leadership skills.
- Good judgment and the ability to manage complex local and statewide partnerships are necessary.
- Superior written and verbal communication skills.
- Strong initiative and problem-solving skills.
- High degree of detail orientation and precision.
- Self-starter who manages their own time and understands the priorities of the work.

### **Position Requirements:**

- Bachelor's degree is required, and a Master's degree in non-profit management or a related field is preferred.
- 5-7 years of professional work experience in the nonprofit, philanthropic and/or education sectors.
- Knowledge of Charlotte-area and North Carolina education history, systems, organizations, leaders, and communities is preferred.
- Knowledge of philanthropic financial and legal responsibilities, including familiarity with private foundation approaches, requirements, and processes, is preferred.
- High proficiency in Microsoft Office, research skills and community relations.

### **Work Environment:**

This hybrid job provides the flexibility for staff to work in person for part of the week and the option to work remotely on other days. Our offices are in the SouthPark area of Charlotte, NC.

### **Travel:**

This position requires some local travel to meetings and grantee site visits. Very minimal out-of-town travel is required for conferences and bi-annual out-of-town Board meetings.

### **Compensation and Benefits**

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Pay Rate is \$45/hour.

Starting salary is \$46,800 for 20 hours/week.

Benefits include retirement match; sick, holiday and vacation pay; parental leave; and professional development opportunities.

**To apply, please submit your resume and a cover letter to [info@belkfoundation.org](mailto:info@belkfoundation.org). We encourage applicants that represent the diversity of the Charlotte area and North Carolina.**

Please visit [The Belk Foundation](#) to learn more about our mission and strategic priorities.