Programs Officer

About the Pincus Family Foundation

PFF was formed in 2005 by Philadelphia philanthropists, the late David and Gerry Pincus, who dedicated themselves to learning first-hand about the challenges children face worldwide, then helping to address those challenges. PFF supports organizations and programs promoting children’s health, education, creativity, and play in underserved communities and is keen to work with organizations that take diverse approaches to fill the gaps created by systemic barriers.

Our Mission

The Pincus Family Foundation’s mission is to support our nonprofit partners to develop and enhance programs that improve the lives of children, their families, and their communities.

For additional information about the Pincus Family Foundation, please view our website at https://pincusfamilyfoundation.org/.

About The Position

We are seeking an enthusiastic individual whose values align with ours, has a strong background in program management, and who can support our objective to build pathways that provide equitable access for children in our four program verticals: 1) Creative and Performing Arts, 2) Education, 3) Health and Wellness, and 4) Play and Recreation.

The Programs Officer is responsible for investigating and evaluating grant proposals, conducting research, staying apprised of best practices in the field, and contributing to the ongoing learning and strategic development of programs.

Further, they will: serve as program contact to assist grantee partners with questions and provide technical support during the LOI and Grant Process; communicate with internal and external partners to form, maintain, or strengthen relationships; and engage in activities that advance the programs’ strategies and the foundation’s values and objectives.
The Programs Officer will report to the Programs Director and Executive Director. The Programs Officer will work in person in Sewell, NJ, four (4) days per week.

Essential Duties and Responsibilities

- Review submitted documents and materials for alignment with the foundation’s mission, vision, and values as well as meeting eligibility guidelines; evaluate proposal completeness and contact applicants as needed; oversee the life cycle of the grantmaking process; organize and respond to communications with grantee partners; and proactively work with internal and external partners to ensure timely grant submissions, payments, responses, and closure.
- Stay current on grant compliance; emerging critical trends; best practices in grants management, and develop systems and tools for managing recurring procedures.
- Enter and manage data in the grant database including grantee partners’ information, grant coding, payment schedules, and wire transfer information, and prepare reports utilizing data as needed.
- Perform in-person site visits as needed and attend grantee partner events.
- Collaborate with program staff and Executive Director to develop program budget.
- Work closely with Program and Executive Directors in tracking and closing out final grantee partner reports.
- Coordinate and contribute to the timely preparation and submission of board materials, including reviewing documents, and formatting charts and graphs.
- Manage special research projects as assigned by the Executive and Program Directors.
- Assist with the preparation of key documents needed for the production of the Annual Report and prepare summary reports as required and as requested.

Relationship-Building and Coordination

- Develop and maintain positive, collaborative relationships with office staff, grantee partners, foundation committees, the board, and consultants.
- Respond to communications from existing and potential grantee partners and consultants.
- Represent the Program and Foundation at conferences, meetings, performances, and events, reporting back on learning and outcomes.

Team Engagement

- Support and contribute to team collaboration and learning about strategy, grantee partners, program fields, etc.
- Support and contribute to projects that improve the skills, culture, and workflows within the Foundation, and its program areas, including diversity, equity, and inclusion.
- Manage individual projects and participate on committees that advance the program’s strategy and the Foundation’s objectives.
**Required Skills and Knowledge**

- Ability to accurately analyze information, proactively solve problems and exercise appropriate judgment.
- Ability to evaluate ideas and information with open-mindedness.
- Ability to assess and respond to changing circumstances.
- Effective written and oral communication skills, including interpersonal skills and the ability to foster a team-oriented, inclusive work environment.
- Strong organizational skills, sharp attention to detail, and persistence and accuracy in seeing projects through to completion.
- Excellent computer skills and proficiency with Microsoft Office suite, especially Word, Excel, Outlook, and PowerPoint.
- Proficient with web-based content management and communication tools, such as Slack, Google Docs, DocuSign, and Zoom; learn new tools and systems to support the changing needs/requirements of the Foundation and its Programs.
- Ability to prioritize and complete multiple tasks independently; effectively manage and shift priorities and meet deadlines.
- Ability to constructively partner with others to meet common goals.

**SALARY AND BENEFITS**

- Salary is competitive and commiserates with your experience
- Four Day Workweek
- 15 PTO Days
- Employer Paid Medical, Dental, and Vision Coverage
- 403 B Retirement Plan
- 403B Employer Match

**TO APPLY**

*The Pincus Family Foundation values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. We encourage people of all backgrounds to apply and strive to create an environment where everyone feels empowered to bring their authentic selves to work.*

For employment consideration, please email the following to office@pincusfamilyfoundation.org; the subject line should include “[Your name]— Programs Officer.” All applicants must include a resume and cover letter detailing their interest.

**COVID-19 considerations:** The Pincus Family Foundation is committed to following the State-specific and CDC guidelines for in-person visits, contact, and social distancing.

**NO PHONE CALLS PLEASE**