



PROGRAM OFFICER

THE INSTITUTION:

Established in 1978, the LICF identifies current and future community needs, strengthens the Island's nonprofit sector, encourages philanthropy and, with our generous donors, builds a permanent endowment to address these needs. LICF has made more than \$200 million in grants from hundreds of funds established by individuals, families, and businesses. The Long Island Community Foundation (LICF) is an operating division of The New York Community Trust, one of the largest community foundations in the country.

LICF seeks to improve the quality of life in Nassau and Suffolk Counties and has identified eight priority areas for our competitive grantmaking: Arts and Culture, Hunger, Youth Development, Community Development, Equal Access to Education, Health, Technical Assistance, Environment. In addition, LICF also manages grants made from the Long Island Unitarian Universalist Fund established by the Unitarian Universalist Veatch Program at Shelter Rock, a field of interest fund that promotes progressive social change. LICF also continues to lead initiatives advancing racial equity, fostering civic and political participation for marginalized populations, protecting the ecological health of the Long Island Sound, and responding to emergent needs created by the pandemic.

POSITION DESCRIPTION:

The Program Officer participates in the management of LICF's grants program and will report to the Executive Director. Primary responsibilities include screening grant proposals, monitoring grantee progress, initiating projects to advance the mission of the institution, and exploring new areas for foundation involvement. The position demands excellent interpersonal communication to facilitate effective work with nonprofits, communities, and government, as well as clear written communication.

SPECIFIC RESPONSIBILITIES:

- Assist in the analysis of project proposals through independent research and prepare summaries on current topics to advance grantmaking outcomes;
- Conduct site visits and meet with members of the nonprofit community regarding prospective projects and other philanthropic issues;

- Prepare concise and analytical written recommendations for review by the LICF Advisory Board;
- Coordinate and track proposals through the grant making process from initial application through grant closure;
- Monitor grantee progress, including review and summarizing of grantee reports, liaising with grantees, and attending grantee events and programs;
- Periodically review grantmaking guidelines with the Senior Program Officer to research and develop strategic funding goals;
- Identify and develop organizational partnerships and collaborate with colleagues in cooperative grantmaking approaches to advance the foundation's mission and priorities; and
- Represent LICF at forums and workshops.

QUALIFICATIONS:

- Five years' experience, with knowledge and understanding of the Long Island community, preferably with experience in grantmaking and/or working for a foundation, nonprofit, or governmental agency addressing issues facing marginalized populations;
- Ability and experience analyzing a range of social, economic, environmental, and/or political issues;
- Ability to work with community leaders, nonprofit organizations, governmental agencies, as well as with other funders;
- Excellent writing, speaking, and analytic skills;
- Ability to work independently, initiate projects, and manage one's own time, as well as the ability to work effectively in collaborative and supervisory relationships;
- A bachelor's degree is required;
- Some evening and weekend work is required.

SALARY: Compensation is competitive with a generous benefits package. LICF is an equal opportunity employer.

HOW TO APPLY: Interested candidates should email their resume, cover letter, and two brief writing samples (500-1500 words a piece). Please write in the subject line *[Full Name] – Program Officer*. Applications must be received by 5:00 pm on July 16, 2021. Email application to David Okorn, at dmokorn@licf.org. No phone calls regarding the positions will be accepted.