The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We work with a shared commitment to community working with residents, neighborhoods, and civic leaders across public, private, and philanthropic sectors to seize the greatest opportunities and solve the region’s most pressing challenges.

Reporting to the Vice President, Community Impact, the Program Officer is responsible for managing the Power and Leadership portfolio of the Foundation’s TogetherATL strategy. The goal of the Power and Leadership portfolio is to transform systems to bring about more equitable outcomes for all residents of our region. A successful candidate will see this role as a unique and powerful opportunity for transformative change for how the Foundation leads and impacts social justice and shared prosperity. The Program Officer should have a deep passion and commitment to increasing the power, resources, and capacity of underrepresented communities in our democracy.

The Program Officer will be a key member of the Community team, collaborating with colleagues across the organization to help shape and lead the Foundation’s new strategic plan. This individual will be responsible for representing the organization externally, building and nurturing partnerships with nonprofit partners, public institutions, aligned funders, community collaborative networks, and movement leaders in civic engagement and democracy. The Program Officer will provide program leadership and coordination for the Foundation’s Vote Your Voice Initiative, a partnership between the Foundation and the Southern Poverty Law Center (SPLC).

**Essential Functions of the Position:**

- Develop strategic direction and management of the Power & Leadership grants portfolio, including planning and analysis, research, and identifying key investment opportunities, new programs, initiatives, partnerships, and sources for external funding to drive achievement of goals
- In partnership with SPLC committee, design and co-manage an effective strategy for the Vote Your Voice 10-year grantmaking strategy, with an annual budget of approximately $10 million, in alignment with the Power and Leadership and TogetherATL goals and objectives
- Manage the intake, design, and launch of new funds, grants and strategic programs related to the Foundation’s TogetherATL portfolio (i.e., capacity building, training, convenings, etc.); includes setting clear goals, scoping, process, communication needs, ongoing quality assurance, monitoring, and evaluating existing programs and initiatives, adjusting where needed
- Review proposals, conduct site visits and develop funding recommendations for assigned TogetherATL portfolio area and collaborate with department staff on other Foundation grant programs
• Ensure quality, consistency and alignment of funding recommendations through written documentation, including grant write-ups and reporting
• Monitor progress on approved grants, including review of interim and final reports, and synthesize findings to measure impact
• Build honest and responsive relationships with current and potential grantees
• Conduct research and analysis on programs, donors, and democracy sector trends and areas of strategic priority
• Support in codifying and analyzing data, information, knowledge, and learnings using Foundation tools and systems
• Represent the Foundation at external events and other meetings leading the Power and Leadership strategy, including facilitation of stakeholder meetings
• Manage relationships of key external stakeholders for the Foundation’s grantmaking strategy, including community, philanthropic, civic, business, and nonprofit partners
• Collaborate with the Philanthropy team to build and maintain relationships with Foundation donors and external audiences, including nonprofit partners, public institutions, aligned funders, community collaborative networks, and movement leaders in civic engagement and democracy
• As needed, supervise direct report(s) and consultants; including recruiting, hiring, orienting, coaching, and providing ongoing feedback; performance planning, evaluation, and professional development
• Craft organizational communications regarding the Power and Leadership strategy

Qualifications:

• Bachelor’s degree or higher and professional working experience in civic engagement, voting rights or democracy work
• 6+ years of professional experience related to the key accountabilities outlined in this description, particularly democracy, voting rights, civic engagement, community organizing and related fields.
• A community perspective informed by both lived experience and professional engagement; possess an asset-based view on community
• A clear commitment to equity of opportunity, supported by a record of impact in areas relevant to the Foundation’s strategy, as well as a genuine respect for diversity, equity, and inclusion
• Credibility in the community related to voting rights and democracy with deep network relationships and a sphere of influence; including the ability to be politically savvy and hold executive presence
• Experience with nonprofit organizations, including programming, policy, budgeting, governance, leadership, and management
• Possess strong judgement capabilities with high level of self-awareness and emotional intelligence
• Experience working with a variety of community, public and private sector partners, and stakeholders, including individual, corporate and Foundation donors
• Excellent project management skills along with experience in community engagement and relationship building
• Flexible, resourceful, creative self-starter able to prioritize and manage multiple tasks and competing priorities and to use data in decision-making processes
• Exceptional verbal and written communication skills
• Proficiency in Microsoft Office Suite, including Outlook, Excel, PowerPoint, and Word. Experience in use of philanthropy records systems and grant management systems preferred
Other:
All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.
The Community Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.

Compensation:
To be determined based upon experience and qualifications within the anticipated salary range of $80,000-$85,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan:

- Paid time off:
  - Two weeks accrued paid vacation
  - Two weeks accrued paid sick leave
  - Four mental health days
  - Two personal day
  - Two floating holidays
  - Ten holidays

- Benefits:
  - All benefits effective on date of hire – no waiting period
  - 100% employer-paid benefits (medical, dental, vision) for employee-only insurance plans
  - 100% employer-paid life insurance and AD&D
  - 100% employer-paid short-term disability and long-term disability
  - 100% employer-paid parking in downtown Atlanta or monthly MARTA card
  - Affordable plans for legal insurance, critical illness, supplemental life, and more
  - Employee Assistance Program

- Retirement:
  - Immediate eligibility for employee contribution to 403b plan
  - After two-year anniversary with organization, all employees receive an employer-paid contribution of 6% of their salary to a SEP-IRA plan regardless if the employee contributes to retirement

- Culture and Development:
  - Individual Development Plans (IDPs) for each team member including trainings, resources, development opportunities, etc.
  - Two wellness rooms for mental health with self-care items
  - Fun monthly employee engagement activities

To Apply:
To submit an application for this position, send your resume via email to hr@cfgreateratlanta.org with the subject line “PO Power and Leadership.”
Due to the volume of candidates, we are unable to provide status updates to applicants or accommodate phone calls or walk-ins regarding open positions.

The Community Foundation for Greater Atlanta provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Community Foundation for Greater Atlanta values diversity and inclusion; we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.