Community Foundation for Greater Atlanta
Program Officer, Housing Funds

POSITION: Full-time Exempt
DEPARTMENT: Housing and GoATL
REPORTS TO: Managing Director, Housing Funds

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 do this work by providing quality services to donors and innovative leadership to grapple with the region’s most pressing challenges, seizing opportunities to use both. In 2021, the Foundation launched a new strategic plan, TogetherATL, to focus on equitably improving the life outcomes of all residents of metro Atlanta by connecting donors to community. The strategic initiatives of the plan will drive systemic change and advance place-based priorities by growing co-investment in the region.

Housing affordability is a key pillar of this strategic plan. The Foundation is focused on how we can coordinate and align capital around housing policy, programs and production.

Reporting to the Managing Director Housing Funds, the Program Officer, Housing Funds is responsible for managing a housing policy and programs grants portfolio aligned to the Foundation’s TogetherATL Housing strategy. A successful candidate will have an interest and passion for philanthropy, a community-centered mindset, have a learning orientation and possess deep knowledge of affordable housing. The Program Officer will be a key member of the TogetherATL Housing team, collaborating closely with colleagues across the organization to help shape and lead the Foundation’s new strategic plan. Finally, this individual will be responsible for representing the organization externally, building strong relationships such that the Foundation is viewed as a valuable partner.

Essential Functions of the Position:

- Lead the development of a housing policy and program grants strategy aligned to the Foundation’s TogetherATL Housing strategy, including planning and analysis, researching community needs, and identifying key investment opportunities, new programs, initiatives, partnerships and sources for external funding to drive achievement of goals
- Review proposals, conduct site visits and develop funding recommendations for TogetherATL Housing 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
- Codify and analyze data, information, knowledge and learnings using Foundation tools and systems
- Represent the Foundation at external events and other meetings
- Support relationship management of key external stakeholders for the Foundation’s Housing grant-making strategy including community, philanthropic, civic, business and nonprofit partners
- As needed, supervise direct report(s) and consultants. This includes recruiting, hiring, orienting, coaching and providing on-going feedback; performance planning, evaluation and professional development; organizational communications
Generally assist the Foundation and the Managing Director as needed to advance the mission of the organization and housing affordability goals

Other duties as assigned

Qualifications:

- 6+ years’ professional experience related to the key accountabilities outlined in this description
- Bachelor’s degree required; Masters preferred
- Strong working knowledge of affordability housing terms, challenges and opportunities, and sector more broadly
- Preferred experience launching, funding or collaborating with nonprofits or public sector partners, particularly in the housing space
- Excellent interpersonal skills and demonstrated ability to collaborate, manage and foster inclusive internal and external relationships
- Strong proficiency with Microsoft Office (Outlook, Word, Excel, Teams), and the ability to effectively utilize proprietary software, including project management and CRM systems.
- Must be comfortable operating in ambiguity while building systems in this work
- Excellent ability to organize and prioritize daily work and multiple requests/assignments – strong project management skills - while managing long-term strategic projects
- Proficient writing, editing and proofreading skills with the ability to gather and organize information appropriately
- A high degree of professionalism, confidence and flexibility that exhibit the ability to work collaboratively and effectively with stakeholders and colleagues of diverse backgrounds and in an entrepreneurial environment
- Strong time management, interest in continual learning, comfort in managing up, and adaptable in a fast-paced environment
- A community perspective informed by both lived experience and professional engagement; possess an asset-based view of community
- A clear commitment to equity of opportunity, supported by a record of impact in areas relevant to the Foundation’s evolving strategy, as well as a genuine respect for diversity, equity and inclusion

Other:
All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire. The 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 that includes:

- 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 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 “Program Officer, Housing Funds”.

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 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.