



The Ruth Mott Foundation is accepting applications for a full time **Program Officer** in Flint, Michigan. The Ruth Mott Foundation is a non-profit philanthropic organization offering grants and programs that serve the Flint community. The Foundation also owns and operates Applewood: The Charles Stewart Mott Estate to demonstrate and support its mission. www.ruthmottfoundation.org

Job Posting: Program Officer (Full time)

Starting Salary Range: \$97,020 to \$116,427

Job Purpose: To align needs and opportunities of the community and the foundation in developing program strategies and working with community partners and nonprofits to ensure that resources are directed responsibly toward those strategies. Assists in the development of the foundation's grant-making programs and serves as the point of contact for grantees.

Primary Duties:

- Develops in-depth knowledge of foundation program areas, including current issues and key resource people and organizations. Engages with community partners and stakeholders to maintain contemporary knowledge of pressing needs, changing local context and issues impacting the life outcomes of Flint residents. Seeks opportunities to collaborate and coordinate with community partners on issues of shared concern.
- Communicates with nonprofit agencies, low-income communities, and funders (public and private) about the foundation's grant making priorities, guidelines and proposal review process.
- Guides prospective applicants through the process of understanding the foundation's funding interests, values and application, assesses the potential for a fit prior to application, and makes referrals to other community partners or funding sources when appropriate.
- Evaluates grant proposals and conducts programmatic, financial and organizational due diligence. Prepares written analysis, summary and recommendations for discussion with the Program Director and other program staff and presents to the Board of Trustees.
- Monitors and evaluates individual grants and their relationship to foundation objectives. Provides technical assistance to grantees to troubleshoot challenges and identify other funders and resources. Prepares grant-related correspondence.
- Participates in internal projects and meetings as requested.
- Engages in professional development/continuing education to stay informed of advances, best practices and program models in the field of philanthropy.
- Completes other duties as assigned.

Qualifications:

- Bachelor's degree in liberal arts, social sciences or related field.
- Minimum three years of experience preferably working with foundations, community-based nonprofit organizations or local units of government.
- Understanding of place-based grantmaking's role in the community.
- Excellent writing and verbal communication skills. Ability to conduct research and produce creative written materials with persuasive impact.
- Strong analytical skills and the ability to synthesize large volumes of information.
- Proficiency with Microsoft Office Suite and familiarity with grants administration databases preferred.

Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email cover letter and resume to Resumes@ruthmott.org