



Job Title: Program Officer
Focus Area: Youth and Family Wellness
Department: Grants and Community Impact
Reports to: Vice President for Grants and Community Impact
Effective Date: June 2022
Salary Range: \$68,000 - \$80,000

Working at the Vermont Community Foundation

For more than 35 years, the Vermont Community Foundation has served Vermont through philanthropy and building stronger communities. Our mission—Better Together: inspiring giving and bringing together people and resources to make a difference in Vermont—provides the bedrock for our workplace culture. The Foundation’s work is focused on closing the opportunity gap—the divide that leaves many Vermonters struggling to build bright, secure futures no matter how hard they work. For many Vermonters, getting ahead in life is not simply a matter of hard work, it is a question of access to high-quality education, to meaningful job opportunities, and to healthy and vital communities. Our employees are passionate about making a difference in Vermont and finding ways to close this gap. We approach our work with curiosity, respect and integrity and believe in collaboration, equity, and diversity. When you join our team, you and your work will matter.

Position Overview

The Program Officer will be the lead on a portfolio of projects, grants, and evaluative learning that relates to building strong human and social systems in Vermont. This position focuses on initiatives that support the physical, mental, and emotional health of Vermonters so that all can enjoy vibrant, connected lives. Areas of focus may change over time and may include: mental health, health, youth voice and agency, support for youth and families, access to arts and recreation, inclusion, and belonging. This role has responsibility for setting strategic direction for various programs and projects as well as for being involved in grantmaking decisions, investing decisions, and fundholder engagement.

This role is a key player on the Grants and Community Impact team (GCI). This team provides leadership, partnership, and investment strategy at the local, regional, and statewide levels centered on closing the opportunity gap. Each program officer on the GCI team has a depth and breadth of knowledge within their issue areas and leads on grantee and investee pipeline development, portfolio stewardship, networking activities, grantmaking, and evaluation of the Foundation’s impact. As the issues affecting the well-being of communities and Vermonters are inherently interconnected, GCI team members collaborate closely across their respective areas of expertise.

For this position, we are looking for candidates who are leaders in the areas of health, human services, social systems, mental health, family dynamics, and/or positive youth development. We require a team member who is deeply committed to promoting equity, addressing structural racism, and fostering belonging for all. We welcome self-starters that value collaboration, who understand systems thinking while also paying attention to the details, and who will expand the range of lived experiences, creative thinking, and expertise on the GCI team.

The impact you will have:

- Helping nonprofit organizations to create positive change for youth and families so that all Vermonters can live healthy, connected, and vibrant lives
- Contributing to building more equitable communities and helping to address systemic racism, bigotry, and oppression
- Strengthening belonging, amplifying youth voice, engaging families, and creating inclusive processes that promote deeper understanding and a commitment to a shared future

The experience you will get:

- Ability to deepen your understanding of the types of strategies that will help close the opportunity gap for Vermonters who are struggling to make ends meet
- Build close working relationships with a wide variety of nonprofit organizations and partners at the local, regional, and state levels
- Leverage grant dollars and local investments to make a lasting difference in the lives of youth and families
- Serve as a valued member of a dedicated, high-functioning team and an organization dedicated to making Vermont's communities stronger
- Ability to contribute to efforts to grow and expand funding directed to Vermont communities while also exploring innovative and collaborative ways to do grant making

The work you will be doing:

- Working in Vermont communities and learning more about the challenges facing Vermont's youth and families and exploring opportunities for positive change
- Working with diverse partners and collaborators to help bring promising ideas and projects to fruition
- Building and managing a full and complex portfolio of projects and partners
- Developing and running collaborative, community-oriented grantmaking processes based on best practices
- Engaging in strategic planning and effective project management to steward complex initiatives through all stages of development from conception to completion
- Balancing a full workload while working in close collaboration with the GCI team
- Gathering, tracking, and analyzing data at statewide, project-based, and lessons-learned levels to better communicate the systems-change work of the opportunity gap
- Consistently working interdepartmentally to provide stories, metrics, and data to communicate impact for donors, fundholders, partners, and collaborators

The skills, experience, and characteristics you will need to draw on:

- Knowing how to show up for others, contribute where needed, build trust, meet deadlines, and problem solve
- A positive attitude, the ability to communicate authentically, and the self-knowledge to handle tough conversations with grace

- Being a deep thinker who is able to take action, work with self-direction, and adeptly adjust when the need for change or new direction arises
- Experience, either paid or volunteer, helping people to access health care, mental health supports, food, housing, childcare, youth programming, education, and/or training that meets their needs
- Comfort and ease in diverse social settings and the ability to engage communities and cross-sector groups around a common agenda
- Knowledge of how social services and human systems work when at their best and what challenges and barriers may exist especially for traditionally marginalized groups, including: families living in poverty; Black, Indigenous, and People of Color; people with special needs or disabilities; rural communities; and people who identify as LGBTQ
- Experience supporting youth and families, including in the face of crises related to mental health, trauma, recovery, and substance use disorder
- Respect for colleagues, donors, and community partners and eagerness to engage with the team of program officers in collaboration and shared learning
- Excellent customer service and responsiveness to community partners, statewide audiences, philanthropic partners, colleagues, and fundholders
- Ability to travel throughout the state, go above and beyond when needed, and balance multiple, competing demands
- Commitment to contributing to an inclusive and anti-racist work environment.
- Proficiency in Microsoft Word, Excel, PowerPoint

Location

This position may be hybrid, with access to our Middlebury or Burlington office.

Instructions for Applying

Please send your resume and a cover letter to careers@vermontcf.org. Applications will be accepted until the position is filled.

The Vermont Community Foundation is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability, or any other legally protected status as defined and required by state and federal laws.