



**Job Title:** Program Officer for Community and Environment  
**Department:** Grants and Community Investments  
**Reports to:** Vice President for Grants and Community Investments

### **Position Overview**

The role of the Grants and Community Investments team is to provide leadership, partnership, and philanthropic strategy at the local, regional, and statewide levels through **grants, investments, and community engagement**. The Program Officer for Community and Environment is specifically responsible for a portfolio of projects, grants, and evaluative learning that relates to the impact of a changing climate on long term community resilience in Vermont. This focus area helps to foster the intersection between our natural resources and conservation practices, environment, built infrastructure, local and state planning, and the socioeconomic future of Vermont's communities. The long-term philanthropic goal is to foster social, ecologic, and economic resilience in the face of the impacts of climate change.

- Tactics that increase environmental resilience
- Tactics that focus on areas of particular vulnerability for Vermont communities
- Tactics that increase opportunities for leadership, business development, and community building relating to community and economic vitality for Vermont's communities
- All tactics must strive to build Vermont's resilience in the face of climate disruptions through natural or built resource management, changing practices, and the economic viability of Vermonters

### **Essential Functions**

#### **Portfolio Management Responsibilities**

- Support upwards of \$1,000,000 of grantmaking each year in significant, multi-year initiative-level work. Grant sourcing occurs through community engagement and data collection, with locally sourced project ideas and collaboration with the team and external partners.
- Support up to \$200,000 each year of grantmaking—in collaboration with the Community Foundation's partners—that advances tactics affecting Vermont as a whole.
- Work directly with a committee of advisors and funding partners on aligning impact and evaluation in environmental and climate resilience programming, as well as collaborating on co-funding projects where appropriate.
- Steward grantees through the Community Foundation's programs and processes, maintaining professional learning, collaborative development, and aligned advancing of mission and goals.
- Participate in the Foundation's Mission Investing program where appropriate, specifically on project level alignment and co-funding.
- Participate in fundholder engagement strategies; assisting with events, information, site visits, grant sourcing, and communications to better represent Vermont-based work to our funder community.

- Work collaboratively with the Grants and Community Investments, Communications, and Philanthropy teams, within the structures, procedures, and compliance needs of the Community Foundation, that align with our guiding strategies and values.
- Maintain and uphold collaborative, community-oriented, and best practices-oriented grant making for large and small grants.

### **Impact Measurement and Fundholder Engagement**

- Participate in and help to track grants and community investments utilizing the Foundation's impact measurement framework and the learning and evaluation system, including data and information entry, analysis, and reporting.
- Gather, track, and analyze data at statewide, project-based, and lessons-learned levels to better communicate the systems change work of the opportunity gap.
- Consistently work interdepartmentally to provide stories, metrics, and data to communicate impact for donors, fundholders, and partners

### **Skills**

- Demonstrated commitment to community
- Proven track record of creating and implementing strategic programs, systems, and approaches
- Experience and success in convening key stakeholders and building shared vision and momentum
- Ability to engage communities and cross-sector groups around a common agenda
- Creativity and innovation in the use of capital to achieve strategic objectives across sectors
- Leadership skills with stewardship and facilitation experience
- Comfort and ease in diverse social settings
- Ability to follow through on commitments
- Demonstration of innovative strategic thinking and planning skills
- Develop, implement, and evaluate integrated processes for effective philanthropy
- Respect for colleagues, donors, and community partners
- Excellent verbal, written, and interpersonal communication skills
- Presentation or public speaking experience
- Ability to work both independently and with various groups

### **Qualifications**

- BA/BS degree recommended, Master's degree a plus
- 5-10 years relevant work experience, Significant experience managing donor relationships as well as project management
- Experience in setting and achieving goals
- Familiarity with grantmaking, Experience making funding decisions a plus
- Ability to work during regular business hours (M-F between 9 a.m. – 5 p.m.) and some evenings and weekends
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Familiarity with database management tools

### **Location**

Due to the pandemic, the Community Foundation is currently working remotely. We anticipate a return to in-person work when it is deemed safe to do so.

**Instructions for Applying**

Please send your resume and a cover letter to [careers@vermontcf.org](mailto: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.*