



JOB OPENING

Program Officer, Sustainable Ithaca

Park Foundation Inc.
Ithaca, NY

Park Foundation seeks nominations and applications for the position of Program Officer, Sustainable Ithaca. This is a new role for an existing and expanding grantmaking portfolio that is an important part of our support of local sustainability efforts. The Program Officer will report to the Executive Director in their role of managing grants and grantee relationships for the Sustainable Ithaca portfolio and assisting in other intersectional program related work such as helping implement new streamlined renewal processes across program areas and supporting Park Trustee priorities.

About Park Foundation

Park Foundation is a family foundation dedicated to advancing a more just, equitable and sustainable society and environment, both nationally and in our local Ithaca community. We are principled, strategic and fearless in our grantmaking, collaborative with our partners, and nimble and innovative in our approach. We are committed to challenging the powers that threaten an independent media, a robust democracy, and the future of our planet. Park Foundation was formed in 1966. Its original focus was on education and grant-making in communities where Park Communications had interests. The Staff includes 8 team members and there are three local priority areas and five national programs that reflect the mission of the Park Foundation. These priorities include national grantmaking programs in Media, Environment, Civic Participation, Democracy, Animal Welfare and local support for Community Needs, Sustainable Ithaca and School Food and Nutrition.

The Sustainable Ithaca Program

The vision of the Sustainable Ithaca program is that Ithaca and Tompkins County become a fully sustainable community – environmentally, socially and economically. Accordingly, grantmaking addresses a spectrum of topics with emphasis on integration of systems and cross-sectoral collaboration. A special interest is on projects that enable low-income and communities of color access to and participation in sustainability measures

Responsibilities/Focus

Support the management and oversight of the Sustainable Ithaca portfolio grants in the areas of Ecosystem Conservation, Energy and Climate Change, Environmental Education, and Smart Growth, with a strong focus on equity and justice and connecting across silos.

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Strategy

Help research and develop grantmaking program strategies and provide vision for long-term program development in tandem with Trustees and other staff, including helping to identify program priorities and opportunities. Provide information and analysis from relevant conferences, meetings, and current events and research.

- Engage with grantees to build relationships and partnerships; monitor grant progress and related matters; support grantees' organizational and programmatic developments.
- Learn from and assess the broader field of sustainability work and partner with field leaders and other funders to analyze challenges and opportunities; identify possible strategies for change; and respond to grant opportunities.
- Represent the Foundation in meetings with grantees and other funders and engage in community events related to sustainability efforts.

Grant Process and Administration

Oversee the grantmaking process throughout a grant cycle, including:

- Work with grantees to develop and finalize grant proposals; prepare write-up reviews for board meetings.
- Assess grant proposals and reports, including budgets and financial reports, and follow-up with grantees as needed to ensure completion and accuracy.
- Work closely with the Operations team to ensure maintenance of accurate records, track status of workflows, including proposal, progress reports, and financial statements.
- Projects as assigned by the Executive Director, including helping manage and implement new streamlined renewal and reporting processes that reach across multiple program areas.
- Help manage trustee-initiated giving including all facets of proposal/grant administration.

Qualifications, Competencies and Skill Sets

- Minimum of 5 years of relevant experience in the social justice, nonprofit, environment, philanthropic sector in areas related to the Sustainable Ithaca Portfolio. Local commitment to Ithaca area desirable.
- Understanding and familiarity of the Sustainable Ithaca Portfolio issue areas, nonprofit operations and the field of philanthropy.
- Previous grantmaking experience in philanthropy or government or non-profit entity on environmental related work; familiarity with strategies for systems change (organizing, legal, research, communications) a plus.
- Recognize the role of race and other identities in systemic inequities and committed to racial justice analyses in grantmaking.

- Excellent written and oral communication skills with the ability to synthesize & summarize information in a clear manner to various audiences, from grantees to Foundation leadership.
- Proven experience to independently manage multiple projects with overlapping timelines.
- Experience reviewing the feasibility and strategic value of proposed programs and assessing organizational capacity.
- Experience reviewing budgets related to grantmaking; comfort with reviewing nonprofit financial statements.
- Ability to work in both a collaborative environment and self-manage independently to prioritize responsibilities.
- Comfortable with administrative tasks, working with small teams, and willingness to participate in other foundation projects beyond the work of Park Foundation.
- Recognize the role of nonprofit sector; approach the work with grantee partners with humility and compassion.
- Proficient with Microsoft Office Suite (including Outlook, Word, Excel and PowerPoint) and able to learn other programs to support the work.
- Strong attention to detail; sound judgment and integrity.

Salary & Benefits

The targeted starting salary range for this fulltime position is \$80,000-\$95,000, based on experience. Park Foundation offers an extensive and generous benefits package including health insurance paid time off, 401(k) retirement plan with employer contribution match.

Working with Park Foundation

We believe that diversity is critical to our mission, and we value an inclusive culture. We strongly encourage applications from people with lived experiences related to our programs and applications from people of color, persons with disabilities, women, and LGBTQ+ individuals. Park Foundation is an equal opportunity employer; we do not discriminate in employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age or sexual orientation.

This position will be based in Ithaca, NY. Consistent with Park Foundation's vaccination policy, all new hires (except those granted reasonable accommodations in accordance with applicable law) are required to be fully vaccinated and boosted for COVID-19. Park Foundation is currently operating in a hybrid work model.

Interested applicants are encouraged to send a cover letter and resume, to Rachel Leon, Executive Director c/o info@parkfoundation.org by November 21, 2022.