

Nina Mason Pulliam Charitable Trust Position Description

Senior Program Officer (Phoenix, Arizona)

Scope of Position

The Senior Program Officer serves as a key member of the Arizona grants team and works closely with potential applicants and grant recipients to identify impactful giving opportunities for the Trust. The SPO reports to the Vice President of Programs and oversees a portfolio of grant programs dedicated to helping people in need, enriching community life and improving animal welfare in Maricopa County. The SPO also serves as a representative of the Trust in Phoenix and participates in community events to foster community and grantee relations.

Job Functions

Strategic Philanthropy

- Oversee and participate in proposal review and recommendation activities for the Trust's Arizona grants, including human services programs and animal welfare initiative work, as well as post-grant monitoring and evaluation.
- Vet initial grant inquiries from community groups to determine fit with Trust interest areas and priorities.
- Present initial funding recommendations to the Vice President of Programs and present recommendations to the trustees during board meetings.
- Collaborate with fellow program staff in Arizona and Indiana and the Vice President of Programs to collect and interpret local and national philanthropic, social and economic trends that could impact future programming and priorities.
- Assist in reviewing and assessing grantmaking patterns and implications for future directions and initiatives.

Community Outreach

- Serve as a liaison and provide leadership to the Arizona philanthropic community.
- Represent the organization at grantee and community-related events.
- Provide accurate and timely information regarding grant guidelines and program interests to grant-seeking audiences.
- Participate in community and professional organizations, seminars, forums and meetings related to the organization's work and interests.
- Assist with communications promoting the mission and work of the Trust to the broader community.
- Serve as the Trust's chief representative with Maricopa Community Colleges District for the Nina Scholars Program.

Job Qualifications

- Post-secondary degree and minimum of 10 years relevant work experience.
- Demonstrated background in professional and/or volunteer experience in programmatic areas of interest to the Trust.

- Strong experience and demonstrated commitment of working with the nonprofit community to improve the human condition and quality of life in areas of interest to the Trust.
- Outstanding oral and written communication skills.
- Ability to research and digest community data to effectively inform strategy.
- Ability to work in a team environment with shared roles and responsibilities.
- Ability to relate to diverse audiences in both the public and private sector.
- Knowledge to operate standard office equipment, Microsoft Office software and other job-specific software.

Working Conditions

Trust business is generally conducted in a normal office environment. Standing for short periods of time, minor lifting and walking is occasionally required. The position may require travel to Indiana (two to three times per year) and/or to professional conferences. The incumbent will also be required to travel to agency site visits across Maricopa County.

Compensation

Minimum starting salary for this position is \$110,000 annually plus full benefits. Final compensation package will be determined by experience and education.

How to Apply

To apply, submit resume and cover letter to hire@ninapulliamtrust.org.