



## **Program Officer**

***(Communications, Agency and Designated Funds, Riverwalk/Railtrail)***

### **Job Description**

#### **Primary Responsibilities:**

The Program Officer is responsible for assisting in the development and implementation of the Foundation's print and electronic communications materials in coordination with the Donor Relations Officer and President & CEO. The Officer is also responsible for overseeing agency and designated funds and the Dow communityGives Youth Volunteer grant program. The Officer serves as the liaison to the Riverwalk/Railtrail Committee.

#### **Major duties and responsibilities:**

##### **Communications – In coordination with Donor Relations Officer – 70%**

- Work in partnership with Donor Relations Officer to implement communications strategies for program initiatives. Also assist staff identify / recognize internal and external communications opportunities and define appropriate methods to promote messages
- Investigate, evaluate and oversee production of scholarship handbooks, newsletters and other collateral materials as assigned.
- Coordinate production of communication materials with graphic artist and print vendors
- Oversee, monitor and update BACF's website to ensure this tool is effectively used for conveying information to interested individuals and potential donors
- Coordinate all forms of electronic media to effectively communicate Bay Area Community Foundation's message
- Coordinate media outreach on behalf of the Foundation
- Assist with development of fund raising materials for Foundation or committees as requested

##### **Designated, Agency, Geographic Funds, and Other Assigned Funds – 15%**

- Serve as the BACF coordinator for agency and designated funds.
- Coordinate, monitor, and review applications for assigned funds as designated by President & CEO. Serve as primary contact for distribution requests from designated and agency funds. Ensure processes and authorizations are within compliance.
- Administer the Dow communityGives Youth Volunteer grant program.
- Act as liaison to other committees as assigned by President & CEO.

##### **Riverwalk/Railtrail Committee – 5%**

- Serve as staff liaison to the Riverwalk/Railtrail Committee
- Ensure coordination of Committee activities with other Foundation programs and activities
- Assist in preparation of materials or execution of events as required.

##### **Special Events – 5%**

- Assist in development and implementation of plans for BACF events (Annual Meeting, Faces of Philanthropy, etc.)
- Assist BACF staff members with planning and execution of scholarship or other annual events
- Coordinate and/or arrange for employees and volunteers for daily or special event staffing
- Represent the Foundation in the office and during special events as requested

**Administrative – 5%**

- Serve as primary backup to Donor Relations Officer in Blackbaud software programs with focus on GE and RE
- Serve as backup for administrative office personnel as necessary
- Provide assistance to CEO in confidential matters and other duties as requested
- Assist other staff members as requested or required.
- Attend conferences and educational classes as required
- Other duties as directed.

**Skills and Abilities Required:**

- Bachelor's degree in marketing, communications, or journalism required.
- Advanced proficiency in Adobe Creative Suite required
- Advanced proficiency in Microsoft Office software
- Demonstrated ability to use Blackbaud software products Raiser's Edge (RE) and GrantEdge (GE) preferred
- Advanced proficiency in online media communications
- Excellent written and oral communication skills
- Ability to work across multi-generational age groups
- Ability to work independently and in a team setting
- Ability to adhere to deadlines
- Strong interpersonal and organizational skills, including multitasking and prioritizing
- Must possess superior project management skills with strong attention to detail
- Ability to work in a fast-paced, multi-faceted office
- Ability to occasionally work diverse schedule to meet needs of committees and Foundation