



Program Officer

Job Description

Organizational Background

The Greater New Orleans Foundation has been a trusted philanthropic leader in the 13-parish Greater New Orleans region for 100 years. Our vision is to create an economically and culturally vibrant, sustainable, and just region for all, and our mission is to champion charitable giving, strengthen nonprofits, and lead civic initiatives in the Greater New Orleans region. As a community foundation, our resources are comprised of more than 1,000 charitable funds established by individuals, businesses, and organizations with a passion for charitable giving and a deep commitment to the Greater New Orleans region. As a civic leader, we bring together passionate people from nonprofits, business, government, and philanthropy to address our region's greatest challenges.

The Foundation is an inspiring, engaging, challenging, thought-provoking, diverse, and dynamic place to work and advance your career. We pride ourselves on investing in high quality staff members and encouraging success by allowing individuals the opportunity to both contribute and enhance their skills and talents as well as to share their unique perspective as we address community challenges. Our workplace environment nurtures a diverse team and results in a broad base of staff knowledge and talent.

To learn more about the Foundation, visit www.gnof.org.

Position Summary

The Program Officer plays a key role by leading a diverse programmatic and grantmaking portfolio ensuring effective program delivery and strong stakeholder engagement. This role involves developing and maintaining strong relationships with nonprofit organizations, community leaders, donors, and other stakeholders; assessing community needs and opportunities; managing competitive and strategic grantmaking programs; and monitoring and evaluating funded projects. The Program Officer serves as a key liaison between the Foundation and the community, ensuring that grantmaking is impactful, equitable, and responsive to the region's needs. This highly collaborative individual possesses exceptional organizational skills, strong problem-solving abilities, and a commitment to delivering outstanding customer service. The ideal candidate is proactive, detail-oriented, and capable of managing multiple priorities simultaneously. Reporting to the Director of Grantmaking, the Program Officer provides grantmaking support to assigned portfolios and works closely with other Foundation departments to uphold the highest standards of service, stewardship, and program excellence.

Principal Responsibilities include but are not limited to:

Grantmaking Management

- Oversee grantmaking process of assigned competitive grants portfolio, from guidelines development to final reporting.
- Act as primary liaison for assigned portfolio of grantmaking funds, maintaining consistent and meaningful communication with fund advisors or committee members to ensure grantmaking process is transparent, fulfilling, and aligned with donor intent.
- Develop and refine grant guidelines, applications, rubrics, and reporting templates.
- Conduct grant application due diligence including eligibility reviews, financial analysis, and application assessments for accuracy and viability.
- Prepare grantmaking materials such as dockets, summaries, agreements, memos, and presentation decks for committees and leadership.
- Present grant recommendations to Foundation leadership, grants committees, donors, and community volunteers.
- Coordinate and lead nonprofit organization site visits, grantee convenings, and committee meetings.

- Build content expertise on community needs and opportunities through research, meetings with nonprofits, and other sources.
- Collaborate with the Communications Department to share grant opportunities and impact stories through blogs, newsletters, and other outreach channels.

Grant Monitoring & Evaluation

- Review grantee reports and program data to inform funding recommendations and strategic decisions.
- Track and report on the outcomes and impact of grantmaking programs.
- Remain informed on trends, best practices, and emerging needs in philanthropy and equitable grantmaking.

Legal Compliance

- Maintain up-to-date knowledge of IRS regulations, charitable giving requirements, and other applicable laws related to grantmaking.
- Conduct due diligence to ensure grants meet legal and regulatory standards, including verifying grantee eligibility and adherence to charitable purpose.
- Maintain accurate records and documentation in grant management systems (e.g. Foundant and Salesforce) to support audits, reporting, and strategic objectives. Review grant materials for IRS compliance and alert management when additional legal review is needed.

Special Initiatives and Fiscal Sponsorships

- Support the Director of Grantmaking in delivering excellent customer service for the Foundation's special initiatives, fiscal sponsorships, and events.
- Provide project management support by coordinating external and internal meetings, preparing materials, note taking, and tracking follow-up actions to ensure timely completion of key tasks.

Remain Flexible about Work Assignments

Because of the fluid and evolving nature of work at the Foundation, the Program Officer may, occasionally, be asked to work outside normal business hours or take on other assignments not covered in the position description. The Program Officer is expected to demonstrate openness and flexibility when asked to take on these new assignments.

Skills & Experience Requirements

- Bachelor's degree [master's strongly preferred].
- 3+ years of grantmaking experience and 5+ years working in the nonprofit sector.
- Experience with program design, grantmaking, and research.
- Experience in program evaluation, including tracking, analyzing, and reporting data.
- Experience and demonstrated skill in managing partnerships and coordinating across initiatives.
- Excellent oral and written communication skills, including the ability to simply and effectively communicate complex topics.
- Strong interpersonal and project management skills, including the ability to work closely across a variety of internal and external stakeholders and to monitor project budgets, deadlines, and deliverables.
- Excellent computer skills, including proficiency in Microsoft 365 and nonprofit CRMs (e.g. Foundant and Salesforce) and the ability to quickly learn and utilize new technology.
- A preference for a quick pace of work, while maintaining high levels of detail-orientation and accuracy.
- Receptiveness to feedback and course correction, and willingness to learn.
- Steadiness and resilience under changing internal and external circumstances and needs.

Professional Conduct:

The Program Officer will maintain high standards of professional conduct, both internally with colleagues and externally with other audiences. This includes:

- Completing work in a timely manner and on-time attendance at meetings, both on-site and off-site;
- Following the Foundation's administrative policies and procedures;

- Speaking and acting responsibly when representing the Foundation to external audiences;
- Showing courtesy and a positive attitude in interactions with others; and
- Approaching work with honesty and integrity and maintaining confidentiality.

Compensation & Benefits

Salary commensurate with experience; salary range starts at \$70,000. This full-time position is exempt, and the employee will be eligible for the Foundation's competitive health and benefits plan including paid leave and employer-paid retirement.

Application Instructions and Additional Information:

Please submit your resume and cover letter to careers@gnof.org with the subject line, "Program Officer Search." Only complete applications will be considered. Applications will be accepted until the position is filled.

The Greater New Orleans Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.