New Jersey Civic Information Consortium

Job description

Position: Program Officer
Reports to: Executive director
FLSA status: Exempt
Direct reports: None
Posting date: November 7, 2022
Submission deadline: December 15, 2022

Overview
The Program Officer is responsible for developing a strong pipeline of prospective grantees and supporting current and former grantees of the New Jersey Civic Information Consortium.

Essential duties and responsibilities
- Working with the Consortium’s Interim Executive Director and Grants Committee, guide development, execution, and assessment of grant strategies consistent with the vision and goals of Consortium;
- Consistently interact with and seek to build relationships and communication with past grantees;
- Cultivate relationships with potential and current grantees, ensuring communication of Consortium strategies;
- Evaluate the strengths and limitations of prospective grantees and their grant proposals, including financial status/viability and governance;
- Ensure that grant recommendations to the Interim Executive Director and Grants Committee align with the Consortium’s vision and goals;
- Provide comprehensive monitoring of grants awarded, and sufficient grantee assistance to successfully achieve key objectives;
- Prepare and deliver relevant presentations to the Consortium Board of Directors;
- Remain current on national and regional issues/trends and best practices serving as a resource to the Consortium;
- Monitor approved grants for compliance with grant terms, and at the end of the grant period, assess, via the close-out report, whether grantees have achieved anticipated results;
Working with the Communications Coordinator and/or communications consultants, regularly share and celebrate compelling grantee stories, ideas, and accomplishments;

Work with communications consultants to contribute to the Consortium’s communications (blog, Twitter, Facebook, etc.);

Prepare studies, special reports, projects, or analyses of the Consortium’s grantmaking, as needed, or at the request of the Board or Interim Executive Director;

Work closely with the Center for Cooperative Media at Montclair State University, the host institution for the Consortium;

Other duties as assigned.

Requirements

- Minimum of seven or more years of professional experience in philanthropy, media, social justice, or other related experience.
- Strong appreciation for media-making and media impact as it relates to civic engagement.
- Excellent listening and communication skills to hear and convey strategic thinking, interesting ideas, and captivating stories.
- Experience working in New Jersey with a wide variety of partners.
- Strong collaboration, relationship, and credibility building skills,
- Complex problem-solving skills and comprehension of challenging materials and scenarios, allowing for intelligent risk taking.
- Ability to prepare and deliver presentations to large and small audiences.
- Advanced organization, prioritization, judgment, time management, and detail orientation.
- Dependable and driven, with a strong work ethic and personal integrity.
- Interest in and willingness to travel throughout New Jersey (e.g. site visits with prospective and current grantees, after-hours events/meetings, etc.)
- Comfortable operating in a start-up environment and contributing to building systems and processes.
- Proficiency with Foundant, MS Office, Google Suite and general computer applications.

The Consortium office is at Montclair State University. The job is in person, with some flexibility for remote work.

The New Jersey Civic Information Consortium is an equal opportunity employer. The Consortium reserves the right to modify the job description based upon its needs and may require the employee to perform functions beyond those mentioned above. Neither this job description nor any other communication creates an employment contract between the Consortium and the employee.

The salary range for this full-time position is $80,000 to $100,000, with a full benefits package.

To apply, visit njcivicinfo.org/jobs/apply