

## **van Beuren Charitable Foundation Program Officer Job Announcement**

### **About the van Beuren Charitable Foundation**

The van Beuren Charitable Foundation is a private family foundation based in Newport, RI dedicated to protecting and preserving the unique characteristics of Newport County and improving the quality of life for its residents. As a family-based foundation founded by John A. and Hope H. van Beuren in 1986, the Foundation is committed to furthering the good work of community-based not-for-profit organizations that make a positive impact on the lives of its residents. To this end, the Foundation focuses on enhancing the effectiveness of community partners working in four program areas: land use and conservation, historic preservation, education and health.

In the next three years, the Foundation will award approximately \$15 million in grants. Since its founding it has distributed some \$50 million. The Foundation hired its first non-family Executive Director in 2008, joining the existing Grants Manager. In 2009, the Foundation developed a strategic plan; the main components of which as they relate to the grants portfolio can be found on the Foundation's website under "Program Priorities."

### **Position overview**

The Program Officer will be an integral part of a small team (a staff of three along with a board comprised of van Beuren family members) and will report directly to the Executive Director as together they build a grants portfolio to further the Foundation's program priorities. It is anticipated that the Program Officer's grant portfolio will range across the Foundation's program areas. This position is new to the Foundation.

### **Job Responsibilities:**

1. Work with Executive Director and Grants Manager to coordinate Foundation's competitive grantmaking process and grants monitoring.

- Assess and cultivate funding opportunities that are consistent with the Foundation's program priorities through a process of reviewing proposals, site visits, and other community engagement.
- Evaluate proposals and present at proposal review meeting recommendations for action on funding requests, based on the evaluative criteria as well as the impact of the grants on current and future program budgets.
- Conduct necessary due diligence, monitor progress of and evaluate current and potential grants.
- Prepare written recommendations for and make oral presentations to the Board of Directors.
- Maintain current records within the Foundation's database.
- Help ensure compliance with grantmaking standards and legal requirements.
- Conduct research and prepare analytical reports/briefing papers, and work on special projects as assigned.

2. Work closely with community organizations, local leaders and other funders to identify local needs and to promote opportunities for further support, investment, technical assistance and collaboration as they relate to the Foundation's mission, funding priorities and interests

- Stay abreast of developments and potential partners in fields of interest to the Foundation.
- Maintain knowledge about current trends/issues impacting the Foundation's program priorities.
- Work to support grantee projects, including where appropriate and feasible, participating in meetings, reviewing drafts of reports and connecting grantees to other resources.
- When warranted, work with grantees to facilitate communications and information sharing among them, encourage collaboration, and deepen knowledge of the field.

## **Required and Desired Qualifications**

- Bachelor's degree required, Master's Degree preferred
- At least five years of relevant experience and strong record of achievement
- Ability to read, interpret and summarize complex data and financial statements
- Mature judgment and discretion
- Ability to solve problems creatively and "see the big picture"
- Intellectual curiosity, research and networking skills
- Exceptional written and verbal communication skills
- Attention to detail and accuracy
- Comfort with Microsoft Office Suite. Knowledge of MicroEdge Gifts and comfort with Apple operating environment helpful, but not required.
- Highly developed project management skills, including a proven ability to manage time, handle pressure and meet deadlines.
- Positively contribute to the teamwork, learning and collaborative spirit of small office.
- Gracious positive attitude and exceptional interpersonal skills – sense of humor appreciated

## **Working conditions and physical effort**

- Ability and willingness to travel for site visits and other meetings (largely in Rhode Island, but occasionally also in greater New England and New York City)
- Ability to handle regular operation of normal office machines (computer, copier, fax) is required
- Foundation staff operates out of the Foundation's office in Newport
- There are occasional evening meetings and out-of-town travel that may require weekend departures or arrivals.

## **Compensation**

The Foundation offers competitive compensation commensurate with experience and an excellent benefits package. This is an exempt position.

## **To Apply**

Interested applicants should send their resume and a cover letter that includes salary requirements to:

Elizabeth Lynn  
Executive Director  
van Beuren Charitable Foundation  
130 Bellevue Avenue, Suite 130  
Newport, RI 02840

Or

[Elynn@vbcfoundation.org](mailto:Elynn@vbcfoundation.org)

**No telephone inquiries please**