

JOB DESCRIPTION

Program Officer

Classification: Exempt

Reports To: Director of Operations

Approval Date:

Summary/Objective

This position is responsible for working with the Senior Program Officer and Director of Operations with grant and scholarship administration. This position is responsible for the grantmaking process including, review and evaluation of applications and review of all reporting requirements.

Essential Functions

- Grant and Scholarship Applications
 - Assists applicants with questions regarding eligibility, grant guidelines and process, application submission, and grant portal by phone or email.
 - Initial review to ensure submissions are complete and meet eligibility requirements for all Lutheran, Community and Scholarship applications.
- Reporting Requirements
 - Assists grantees with reports which may include instructions on how to complete a report, what information needs to be included for an accurate report, how to navigate grant portal, etc. by phone or email.
 - Reviews all reporting requirements for accuracy and requests revisions, if needed. When report is complete, communicates in writing to Senior Program Officer the requirement is ready for final approval to release grant payment and/or close grant.
- Grant Database
 - Processes grant and scholarship refunds and/or cancellations in both grant databases and updates grant/scholarship refunds and cancellations spreadsheet.
 - Runs monthly cancel-refund report.
 - Updates the Grant Payments Held report bi-weekly.
 - Researches or compiles grant history or special reports/projects as needed.
- Processes check deposits (currently primary since working remotely, otherwise serves as a backup.)
- Committee/Board
 - Coordinates the Maxine Rippe nomination process and awards.
 - Coordinates the Board Honorarium process and awards.
 - Coordinates grant site visits.
- Cross-train on Grants Assistant duties as follows:
 - Grant and Scholarship Applications
 - Retrieves submissions from grant portal and processes in grant database as well as ensuring organization, grant contact, coding and any related information is updated and accurate.
 - Creates application spreadsheet and compiles application information for staff and Committee review.

- Coordinates program and financial questions for grant applications to ensure responses are received.
- Schedules meetings with Committee chair to review agenda and posting prior to Committee meeting.
- Process grant awards and declinations including payments and reporting requirement schedules.
- Imports application information into FIMS, enters payment information and runs process for approved and/or declined grants.
- Creates and sends grant award emails (including Scholarship Acceptance Agreements and Grant Agreements) and declination emails.
- Committee/Board
 - Creates prayer list and contacts Committee members for prayer assignments at scheduled meetings.
 - Prepares spreadsheet and grant applications for Committee meeting based on final staff review meeting.
- Performs other duties as required.

Qualifications

Experience

- 5 – 7 years of experience working in an office environment and non-profit organization.
- Experience using database or grants management software preferred.

Education Required

- Bachelor's degree in a related field.

Skills/Competencies

- High proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- High proficiency in database management.
- Meticulous attention to detail, ensuring accuracy and excellent organization skills with the ability to manage multiple tasks quickly and effectively with short deadlines.
- Flexibility to be both a team player and a self-starter, comfortable in a supporting role and in working independently.
- Must be able to write and verbally communicate in a professional, articulate, and concise manner.
- Ability to communicate with a wide range of people and adapt style to the recipient's needs.
- Ability to prioritize and execute tasks in a high-pressure environment.
- Knowledge of grants management and understanding of best practices in grantmaking preferred.
- A basic understanding of the Lutheran community.
- Actively lives out the Christian faith.

Certifications/License Requirements

- A valid driver's license and automobile insurance that meets the minimum requirement in the State of Indiana.

Supervisory Responsibilities

- None

