



Connelly Foundation

Position Description

Program Officer for Human Services

The Organization

www.connellyfdn.org

Inspired by its Catholic heritage, Connelly Foundation's mission is to create access for those in need and opportunity for those with vision. Since its founding in 1955, the Connelly Foundation (Foundation) has been a responsive and proactive grantmaking organization awarding grants to nonprofits in the Philadelphia region that demonstrate outstanding performance in meeting community needs. The work of the Foundation is principally driven by its founders' John and Josephine Connelly's personal charitable principles, with a strong emphasis on strengthening Catholic education, and providing help and opportunity to the needy.

Connelly Foundation helps nurture resiliency and personal independence, partnering with community and faith organizations, job-training programs, and other organizations that provide vital economic, religious, and social support services. The Foundation also maintains an enduring role in providing charitable support to leaders and organizations who serve the acute and chronic needs of the region's most vulnerable. Creative new ideas are continuously generated toward programs that would bolster and complement the quality of Catholic education in the Archdiocese of Philadelphia as well as supporting new organizations that respect human dignity and provide opportunity. In 2019, the Foundation will award approximately \$12 million in grants across its education, human services, and culture and civic life portfolios.

Position Overview

The Connelly Foundation is seeking an experienced individual to oversee its Human Services portfolio, with an annual budget of approximately \$3.5 million, for the Foundation to help achieve its mission. Reporting to the Vice President of Grantmaking, the Program Officer for Human Services will respond to requests for support from nonprofits and identify opportunities to refine the Foundation's criteria for human services investments in the Philadelphia region. The Program Officer will build strong relationships with a wide range of groups and individuals in order to inform and strengthen the Foundation's human services grantmaking. This individual will have enthusiasm for the Philadelphia region and commitment to the mission critical work of the Foundation. The ideal candidate will bring knowledge and understanding of the field, strong written and verbal skills, ability to engage and create with executives, and the ability to function in a highly collaborative culture at an institution that aspires to the highest of standards.

Position Responsibilities

- As part of the Foundation's new strategic plan, participate in a research and education process in order to identify opportunities and develop project ideas for strengthening its human services grantmaking. Help identify leaders and organizations that have the capacity to advance the foundation's human services goals.
- Review incoming human services grant proposals (approximately 150 annually) from nonprofit organizations, carry out due diligence, and prepare written grant recommendations and oral presentations for management and Trustees as required.
- Develop systems to monitor progress on human services grants in order to inform and improve grantmaking effectiveness. Help develop and contribute to the Foundation's knowledge

management practices in order to document, catalogue and preserve knowledge related to its human services grantmaking.

- Provide technical assistance and advice to grantees as appropriate.
- Stay abreast of key issues and trends across a variety of subject areas related to human services.
- Represent the Foundation's human services grantmaking in relevant local forums and meetings; establish strong working relationships with peers at other foundations, nonprofits, and institutions; proactively identify opportunities to share information about the Foundation's grantmaking and to learn from others.

Professional Qualifications

- Bachelor's degree required. Advanced degree preferred.
- 5 years minimum of professional experience, with experience in human services or human services philanthropy.
- Commitment to the Foundation's mission is essential.
- Experience with Microsoft Office including Word, Excel, Outlook, PowerPoint, and Project and Grants databases.
- Intellectual curiosity; ability to ask thoughtful and probing questions.
- Ability to analyze budgetary information and assess organizational capacity.
- Solution-oriented; eager to identify ways to improve projects and programs; able to synthesize material and to focus quickly on the essence of an issue and how best to address it.
- Ability to recognize opportunities, develop ideas and suggest structures or models that transform these ideas into concrete initiatives.
- Strong time management skills; highly organized and detail oriented. Ability to meet deadlines and move project forward with a high degree of independence and initiative.
- Strong interpersonal skills; able to develop and manage productive relationships with colleagues, grantees and external stakeholders.
- Ability to work within a creative and highly professional team which emphasizes quality, collegiality, teamwork, and humility.
- Persuasive written and oral communication skills. Comfortable presenting to a Board of Trustees.
- Balance, perspective, a good sense of humor and a healthy skepticism of flattery.

Contact Information

If you wish to explore this position, please contact:

Criterion Search Group, Inc.

Phone: 610.581.0590

E-mail: administrator@criterionsg.com Website: www.criterionsg.com

This job description is subject to change at any time. This description reflects essential functions and management reserves the right to assign or reassign duties and responsibilities to this job at any time. Qualified applicants will be considered for employment without regard to age, race, color, religion, national origin, sex, sexual orientation, gender identity, disability, veteran status.