

**Program Officer**  
**Anschutz Family Foundation**  
**Position Description**

May 3, 2017

**Broad Scope and Function:** Responsible for carrying out all staff supporting activities necessary to fulfill the purposes of the grantmaking program of the Anschutz Family Foundation.

**Major Responsibilities**

- Receive, review and screen proposals, inquires and submissions.
- Perform due diligence on proposals, as assigned.
- Conduct site visits, as assigned.
- Prepare summary write-ups of proposals including your observations, analyses, and recommendations and present your reports during the proposal review process to the President of the Foundation.
- Participate in Colorado Rural Philanthropy Days and assist with the initiatives of the Anschutz Family Foundation as assigned.
- Provide technical assistance consultation to specified grantseekers, as assigned.
- Maintain contemporary skills and knowledge within the field of philanthropy.
- Attend meetings of the Colorado Association of Funders, the Denver Funders Forum and other appropriate gatherings.
- Perform other duties, as requested.

**Accountability:** The Program Officer is accountable to the Executive Director of the Foundation for the satisfactory fulfillment of the functions and responsibilities of this position.

**Required Skills**

- Excellent organizational skills—needs attention to detail and accuracy.
- Excellent interpersonal skills—works in cooperation with a variety of community members, including potential grantees.
- Excellent communication skills—presents ideas, reports and educational materials to Board, staff, consultants, community representatives, and the public.

- Analytical skills—investigates and problem-solves a broad range of issues.
- Leadership skills—works through interpersonal relationships with Board, staff, consultants, and community members.
- Knowledgeable about the nonprofit sector—works with professional peers.
- Ability to understand and analyze nonprofit financial reports.
- Flexibility—manages several tasks simultaneously

### **Minimum Qualifications**

- A Bachelor of Arts degree
- Three years of experience working for a nonprofit or equivalent, is preferred
- Competency in the use of technology – computers, Office software, database
- Ability to travel by car within Colorado for site visits (will involve overnight travel) and appropriate meetings
- Familiarity with Colorado communities and rural issues is preferable, but not required.

### **Application Details:**

- Deadline Date: close of business on **May, 19, 2017**
- All applications should be emailed to: [info@anschutzfamily.org](mailto:info@anschutzfamily.org) with “Program Officer Application” in the subject line. Applications should include the following:
  - Cover Letter detailing the applicant’s match with the position requirements and preferred salary range
  - Resume
  - Three References
- Please, no phone calls or email inquires
- EEOE