

Title: Program Officer

Job Type: Non-Exempt Exempt

Division: Strategic Planning and Policy

Job Grade: 5

Reports to: Senior Program Administrator

Job Purpose

The Program Officer's role will be to continually search, identify, facilitate, and implement housing and community development opportunities. This position is responsible for grants/program development, evaluation, and compliance, including research, pre-award grant writing, coordination of applications, and adherence to program guidelines.

Essential Functions

1. Partner with members of the Planning and Policy team to provide administrative and general financial support to assist with the planning and development of application submissions to various federal offices, and private agencies/foundations.
2. Assist with the promotion of internal grant programs, including data tracking and analysis, marketing and outreach efforts, and site visits to projects across the Commonwealth.
3. Provide assistance and support for various Agency grant applications and programs, including preparing application forms, and development and review of grant budgets and coordination of sub-award documents.
4. Review, analyze, and provide feedback on applications submitted by organizations requesting funding from Agency programs.
5. Update and maintain a database of funding applications, awards, and progress reports.
6. Responsible for program setup and administration.
7. Review Agency and program guidelines to update, as necessary, grant fact sheets and procedures, and lead the coordination of meetings to communicate requirements externally and internally.
8. Oversee the creation of an Annual Spotlight Report that will highlight past and present projects for distribution to staff, stakeholders, and the Board of Directors
9. Research and document procedures and best practices related to grant management and various housing and community development topics as needed Process Notices of Awards.
10. Attend training, conferences, and internal meetings relevant to position as requested.
11. Perform related duties or responsibilities as assigned or requested.

Job Requirements

1. Ability to complete detailed assignments in a timely and accurate manner.
2. Strong organization skills and attention to detail.

3. Demonstrated verbal, written, and interpersonal communications skills.
4. Ability to work with and adapt to new technology.
5. Ability to work concurrently on multiple projects with varying timelines and meet deadlines.
6. Ability to prioritize multiple assignments.
7. Ability to work independently and in a team environment.
8. Ability to work collaboratively with partner organizations.
9. Proficient with computer software programs, including Microsoft Applications

Education: Bachelor's degree in a related field of Business, Non-Profit Organization, Project Management. Comparable work experience is also acceptable.

Experience: Minimum 3-5 years of demonstrated related experience. An equivalent combination of education and experience may be considered.

Knowledge/Skills:

Licenses/Certifications:

Travel

None Light Frequent Other:

Working Conditions

Physical Demands: Lifting/Carrying Walking Sitting Standing Other