



JOB DESCRIPTION:

SENIOR PROGRAM OFFICER Central Valley Opportunity Fund

ABOUT THE CENTRAL VALLEY OPPORTUNITY FUND (CVOF) AT THE CENTRAL VALLEY COMMUNITY FOUNDATION (CVCF)

CVOF is one of several strategic projects managed by CVCF throughout the 6-county Central Valley dedicated to economic mobility and improved quality of life for residents of the region. The Central Valley Community Foundation is pleased to host the Central Valley Opportunity Fund (CVOF), which is founded on the belief that all individuals possess unique talents and capabilities, but not everyone has the resources or agency to realize their full potential. CVOF works to eliminate barriers and create pathways so every individual can successfully pursue their hopes and aspirations. Focused in the city and county of Merced, through philanthropy, CVOF addresses the economic and social well-being of individuals and their communities, including but not limited to immigrant and homeless populations as well as those who are underemployed.

PURPOSE OF ROLE

- The Senior Program Officer for the Central Valley Opportunity Fund enables CVCF's partnership with this new donor advised fund in order to address the economic and social well-being of individuals and their communities in Merced County, California.
- **This position is based in Merced County.**

RESPONSIBILITIES

- In partnership with local stakeholders and the CVOF advisors, develop strategies that ensure more individuals have access to job opportunities and general support so they can successfully pursue their hopes and aspirations
- Prepare and execute grantmaking recommendations consistent with approved strategies for the CVOF ; ensure appropriate monitoring and evaluation systems are in place to track the impact of the grantmaking
- Meet program goals through collaboration and networking with national and local entities that are experts within this arena, including those within government, the broader philanthropic community, business, advocates and those currently serving immigrant, homeless and other populations
- Develop a thorough understanding of community needs and assets, and pursue dynamic solutions and funding opportunities to create social impact
- Influence without formal authority
- Collaborate with other entities and stakeholders to influence positive outcomes aligned with CVOF's strategic goals
- Serve the vision of the fund's leadership, including preparing strategy documents and progress reports on grantmaking to the CVOF advisors and CVCF leadership

- Travel, as necessary (primarily throughout California, specifically the greater Merced region)
- Exhibit effective management and communication skills among a broad spectrum of stakeholders and partners
- Develop and maintain community partnerships and networks

CORE ATTRIBUTES AND ATTITUDES

- Strong belief in the opportunity for individuals and their communities to pursue their hopes and aspirations when barriers to their success are reduced or eliminated
- Unquestionable ethics and personal integrity
- Ability to act as a trusted advisor to principals and colleagues while demonstrating expertise and integrity
- Instinct to be a helpful team player, who shows respect while collaborating with others, and is dedicated to achieving excellence with others to tackle the tasks at hand
- Instinct for proactive communication with team members and community partners
- Sound judgment exercised in work
- A lifelong learner, who is inquisitive and solves problems with bold thinking and innovation
- A visionary who plans for the future with imagination and wisdom

SKILLS AND ABILITIES

- Effective communication to ensure overall project targets and donor requirements are met
- Proficiency with email, word processing, calendar, project management and grant tracking software
- Ability to dress in a business professional manner
- Ability to solve problems and make procedural decisions
- Excellent use of spoken and written English
- Ability to efficiently reach meetings and events throughout Merced County

EDUCATION

- Bachelor's degree required; graduate degree preferred

WORKING EXPERIENCE

- Minimum of 7 years of leadership experience in strategic investments, grant making, or community change processes
- Public affairs/advocacy experience
- General business acumen with social impact investment experience
- Experience with financial and managerial concepts and budgets
- Demonstrated experience with local or national efforts to improve the economic and social well-being of individuals and their communities

MANAGEMENT

- Reports to Central Valley Community Foundation's Chief Strategy Officer
- Consults with, works at the direction of, and is co-evaluated by the fund's advisors or representatives thereof
- Has no direct reports

COMPENSATION

- Depending on experience

- Competitive benefits including 11 holidays, medical, dental, vision, life insurance, retirement plan contribution, flexible spending account, and employee assistance program

TO APPLY:

Send cover letter and resume to Elliott Balch, Chief Operating Officer, at Elliott@centralvalleycf.org. Please no telephone inquiries.

Candidates with diverse backgrounds and experiences are encouraged to apply.

CVCF follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.