**Open Position: Program Officer**

The **LeadingAge Minnesota Foundation (LAMF)** is seeking a dynamic individual with a proven background in fund development to serve as our next Program Officer. LAMF is an intermediary grantor and supporting 501(c)(3) that serves as an incubator of new ideas, concepts, and resources to transform and enhance the experience of aging. LAMF is focused on three core areas of innovation and investment:

* Workforce Development: Research, pilot and disseminate workforce solutions that address the acute shortage of caregivers now and into the future.
* Service Delivery: Advance promising new approaches to care delivery that improve the consumer experience and achieve better outcomes.
* Leadership & Governance: Build the capacity of the leaders and boards that guide aging services organizations.

As the Program Officer, you will manage all aspects of the Foundation's grant program. This is an exciting time to join LAMF! By becoming the newest member of our team, you will focus on creating catalytic change in the field of older adult services. As a philanthropic intermediary, the LeadingAge Minnesota Foundation is both a funder and a grantee. Therefore, we are looking for candidates who can serve in a grantmaking, grant writing, and grant management capacity.

**What you need to be successful:**

* At least 5 years of experience in grantmaking, fundraising, grant writing, and management required.
* Effective time-management skills, with demonstrated ability to manage a complex workload.
* Strong interpersonal skills and commitment to a high level of customer service.
* Must be a strategic thinker who can identify opportunities and develop a plan to maximize those opportunities.
* Demonstrated problem-solving skills with the ability to anticipate needs, determine priorities, and meet deadlines.
* Exceptional organizational skills with attention to detail.
* Excellent oral and written communications skills to interact effectively with members, staff, grantees, and funders; and share the mission, priorities, and accomplishments of LAMF.
* Ability to travel—primarily in state—to meet with grantees or applicants.
* Proficiency in Microsoft Office software required.
* Experience in aging or related fields preferred.
* Bachelor's degree preferred.

LeadingAge Minnesota operates in a hybrid work environment that requires in-office attendance three days per week and the option of working from home Mondays and Fridays if desired.

**What you’ll do as the Program Officer:**

**Grantmaking**

* Draft Request for Proposals (RFPs), grant agreements letters, etc. and serve as principal contact for potential applicants and grantees.
* Recruit and facilitate Independent Review Panels (IRPs) to select grantees.
* Conduct site visits as appropriate with applicants and grantees.
* Prepare summaries of grant applications and due diligence findings to aid IRP and the Foundation Board in evaluating applicants and making grant awards.
* Assess and arrange technical assistance for grantees as needed and coordinate shared learning opportunities.
* Monitor grant process—assuring that all requirements are met, including review of progress and expenditure reports, as needed.
* Coordinate annual and final evaluation of all grants made within the intermediary grant program.

**Fundraising & Donor Relations**

* Build effective relationships with current funders as well as other foundations within public, private and nonprofit sectors.
* Identify and secure other funding opportunities.
* Draft grant applications including corresponding budgets and workplans.
* Manage projects to ensure all deliverables are achieved.
* Prepare all required budget and evaluation reports as required by funders.

**Board & Community Relations**

* Share grant outcomes, project learnings, and Foundation accomplishments with LeadingAge Minnesota members, other health care providers, funders, communities, policymakers, etc.
* Prepare board, management, and other reports on Foundation grant initiatives.
* Make presentations to the board regarding the grant program and related topics.
* Keep current on issues of importance to the Foundation through literature review, engagement in professional communities, and participation in relevant conferences.

**Best-in-Class Benefits and Perks:**

We value our employees’ time and efforts. Our commitment to your success is enhanced by competitive compensation and an extensive benefits package including:

* Comprehensive health coverage: Medical, dental, and vision insurance provided
* Robust retirement planning: 401(k) plan available with employer matching
* Financial security: Life and disability insurance for added protection
* Flexible financial options: Health savings and flexible spending accounts offered
* Well-being and work-life balance: Paid time off, flexible schedule, and remote work choices provided

Plus, we work to maintain the best environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where everyone feels encouraged to contribute to our processes, decisions, planning, and culture.

**Ready to embark on a journey where your work truly matters?**

Join us in shaping a brighter future. Your passion, combined with our purpose, can create a world of endless possibilities. Apply today and be the spark that ignites change! Please email your resume to: [**lmeyer@leadingagemn.org**](mailto:lmeyer@leadingagemn.org)**.**

*We are an equal opportunity employer that welcomes and encourages diversity in the workplace. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.*