

Program Officer, Grantmaking

Longwood Foundation

The Longwood Foundation and Our Grantmaking Approach

The Longwood Foundation was founded in 1937 by Pierre S. du Pont. Since then, the Foundation has provided over \$2 billion in grants to nonprofits serving the state of Delaware and Chester County, Pennsylvania. Our mission is to be a catalyst to strengthen nonprofits in our geographic region. To achieve this, each year we operate two grant cycles which award between \$20 million - \$35 million annually utilizing a unique analytic framework to evaluate grant proposals and determine funding recommendations. We are a place-based responsive grantmaker, which means we believe that the nonprofits that serve our region are best positioned to define the problems they face and propose solutions, using our grant funding, that will further their own mission and impact. Being a responsive grantmaker also means that we accept grant proposals from nearly all sectors and strategic approaches. Our grantmaking is geared towards helping a nonprofit get closer to their mission and goals. We look for catalytic proposals – those that help a nonprofit grow, strengthen, or improve their efforts and impact. Our grantmaking framework and rigorous selection process emphasize an organization’s capacity to execute, deliver, and improve. We work to ascertain how impactful the proposal will be for our region, and how likely it is the nonprofit will be able to sustain the increased scale of impact, operations, and financials after our grant. We are an agile, values-driven, and service-oriented Foundation, and we believe that we are stewards of our mission and overarching vision: that our funding will enable nonprofits to better serve their communities, thereby improving quality of life in our region.

Overview/Position Summary

The Program Officer, Grantmaking is an integral member of the responsive grantmaking team who works collaboratively with staff, leadership, and the community to support and advance the Foundation’s mission of being a catalyst to strengthen nonprofits to better serve their communities. As part of the team of grant evaluators, this position is responsible for the evaluation and formulation of recommendations for a significant portion of grant proposals during each semiannual grant cycle. The Program Officer, Grantmaking is a primary point of contact for potential applicants and grantees and works to shepherd nonprofits through an intentional grant application and funding process, which features purposeful interactions with nonprofits as a crucial part of proposal evaluation. This role curates these conversations and facilitates meetings with nonprofits in ways that foster a respectful and empowering environment, while also surfacing the information needed to develop proposal recommendations in a short period of time. The Program Officer, Grantmaking contributes to shared learning and continuous improvement initiatives, with advancing responsibility and leadership opportunities over time. This role will work both independently and collaboratively to advance a shared mission and vision. This is a dynamic opportunity for a passionate professional who is committed to improving our region; candidates should be interested in and prepared to represent the Foundation within the Delaware nonprofit community.

Responsibilities

- Utilizes the unique Longwood grant proposal evaluation framework and other established internal policies and systems to execute the Foundation's twice yearly responsive grantmaking process.
- Uses analytical skills and the Longwood evaluation lens to draw conclusions about grant proposals and make funding recommendations.
- Acts as primary point of contact for prospective applicants and grantees both within their own grant portfolio and as needed to support other grantmaking team efforts.
- Evaluates and conducts proposal and financial reviews of applications and formulates questions for meetings and interactions with applicants.
- Conducts pre-meetings, on-site visits, and other follow-up communications with applicants to facilitate a consistent and intentional grantmaking process.
- Curates an interactive experience that leaves applicants and grantees feeling understood, respected, and more inquisitive about their own work.
- Assists Grants Administrator and Grants Manager with construction of Board Book and other grant-related materials for Trustee review. Prepares application summaries and funding recommendations for Trustee consideration.
- Formulates and presents funding recommendations to internal stakeholders, including the Board of Trustees, for grant requests each cycle.
- Communicates grant decisions and rationale to applicants and assists the Grants Administrator and Grants Manager with end-of-grants processes.
- At the end of the grant period, reviews and analyzes submitted Final Report materials to assess the impact of the grant and to elevate takeaways across reports that improve future selection processes.
- In conjunction with the Grants Administrator and the grantmaking team, communicates with and provides technical and pre- and post-grant assistance to prospective and current applicants/grantees.
- Manages applicant data in the Foundation databases (Box, Foundant, and Monday.com).
- Participates in and executes other aspects of the grantmaking lifecycle, including necessary administrative functions and other activities.
- Leads and executes at least one project, beyond the grantmaking selection processes, that supports the grantmaking team's efforts to meet Longwood's mission.
- Leads selected pieces of the responsive grantmaking lifecycle, taking on increasing responsibility with tenure.
- Supports continuous improvement and shared learning initiatives as a core member of the grantmaking team.

Skills and Competencies

- Exemplifies the Longwood Foundation's Core Values personally and professionally, and operates with integrity, purpose, and humility.
- Highly collaborative and collegial team player who is flexible, creative, works hard, is eager to learn and improve, and thrives in a fast-paced environment.
- Asks insightful questions and is discerning; a strong thought partner able to elevate different perspectives.
- Analytical and detailed-oriented, with exceptional judgement and an ability to see the big picture when making decisions; comfortable with quantitative and qualitative data analysis.
- High emotional intelligence and exceptional interpersonal skills with an ability to shepherd conversations that cover a large amount of information in a short period of time.

Skills and Competencies (continued)

- Strong verbal and written communicator with a thoughtful, inquisitive, and respectful communication style.
- Demonstrated experience/aptitudes as an established leader within the nonprofit, business, or philanthropic community.
- Committed to fostering and maintaining a positive culture within an evolving organization.
- Must exemplify the Longwood Core Competencies (leadership and stewardship; ability to organize, plan, and execute projects and tasks; effective communication, excellent teamwork and collaboration skills; and sound decision-making and judgement), and thrive in a community-oriented and service-focused work environment.

Required Qualifications

- At least five years of professional work experience, with at least two years of experience with nonprofits or philanthropic organizations.
- Ability to work independently as well as collaboratively within a team to advance a shared mission.
- Excellent attention to detail, strong prioritization and organization skills, and an ability to meet deadlines while managing multiple complex tasks.
- Skilled in professional communication, as evidenced by strong written, interpersonal, and verbal skills.
- Demonstrated experience in building strong professional relationships across all levels of an organization and within the community.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Willingness and ability to travel as needed within the state of Delaware, Kennett Square, Pennsylvania, and surrounding area.

Additional Preferred Qualifications

- Familiarity with grants management software, data storage, and project management software systems preferred, but not required (Foundant, Box, and Monday.com).
- Exposure to Delaware and/or southern Chester County nonprofits a plus, but not required.

Compensation: Salary \$90,000-\$110,000 with outstanding benefits.

FLSA Status: Exempt

Reports to: Senior Program Officer, Grantmaking

Location: **Wilmington, DE** (hybrid work environment; on-site required 3 days/week)

Application Instructions

Please submit a cover letter and resume to Dawn McAvoy, Human Resources Consultant (dawn@brighterstrategies.com) with the subject line "Program Officer, Grantmaking". We will review resumes as soon as they come in and start scheduling phone interviews September 29th.