PROGRAM OFFICER

Family Summary/Mission: The mission of the company is to improve the quality of life in the communities we serve, while contributing to corporate business strategies through strategic philanthropy.

Position Summary/Mission: Develop and implement philanthropic and civic leadership initiatives on select issues of strategic importance to the company and its business communities.

Fundamental Components (*-Essential Functions & Physical Requirements– Phase II included but not limited to):

- Develops and manages program and operational strategies to guide company's philanthropic giving and activities.
- Under guidance of program officers and/or unit head, develops, implements, and promotes initiatives that achieve leveraged use of resources to maximize impact on business objectives.
- Serves as a resource to business and staff colleagues regarding the financial and corporate citizenship implications of business issues and decisions
- Collaborates with internal constituents to most effectively utilize and leverage company's giving and corporate citizenship with key audiences important to company's businesses.
- Represents (and assists business colleagues in representing) the company with external constituencies concerned with philanthropic and corporate citizenship initiatives.
- Manages special projects and programs as assigned.
- Manages staff and budget allocated to assigned program portfolio.

Grant approval authority – up to $100,000 (level commensurate with responsibility and experience)

Background/Experience Desired (situational competencies/performance measures): Exceptional communications skills including ability to interact with a variety of external and internal audiences including senior management; steward of teamwork, collaboration and building relationships; experience with staff selection and development; strong financial management, analytical and strategic planning skills; values differences and diversity; knowledge of community/philanthropy as well as company's business.

Educational Requirements (Phase II): Bachelor degree from accredited higher education institution. Advanced degree or specialized certification a plus.