



Position Description: Program Officer

Introduction:

The Inclusa Foundation is a newly formed statewide nonprofit organization devoted to fostering diverse and inclusive communities for elders and adults with disabilities with planned asset growth to \$200M. Through the lens of Community®, a model of support, we leverage valued programs, impactful partnerships, and innovative practices to transform communities across Wisconsin.

Position Description:

The Inclusa Foundation is seeking a highly motivated and dedicated individual to join our team as a Program Officer. As a Program Officer, you will play a pivotal role in the foundation's development and commitment to how Long-Term Services and Supports (LTSS) are delivered and managed over time, including expanding access to competitive integrated employment, the transition towards supported community living and other non-congregate approaches, and value-based purchasing to ensure that service-delivery yields tangible results for people with disabilities and older adults. This position offers a unique opportunity to develop a new grant making program and make meaningful contributions to the communities throughout Wisconsin.

Essential functions and key responsibilities:

Grant Management:

- Assist in the development of grant application and funding policies and procedures.
- Manage the end-to-end grantmaking process, including reviewing grant proposals, conducting due diligence, preparing reports for the Allocations Committee, and making recommendations for funding.
- Collaborate with potential grantees to provide guidance on the application process, eligibility criteria, and grant reporting requirements.

Strategic Planning:

- Contribute to the development and implementation of the foundation's strategic initiatives and goals.
- Identify emerging trends and issues within the foundation's focus areas and philanthropy to inform grantmaking strategies.

Relationship Building:

- Cultivate and maintain positive relationships with current and potential grantees, partner organizations, board and committee members, and other stakeholders.
- Attend relevant statewide and national events, conferences, and meetings to stay informed about topics, innovation, and opportunities.

Monitoring and Evaluation:

- Working closely with the Executive Director to oversee the development of Inclusa Foundation's grant funding program and initial grant funding cycles.
- Develop and implement systems for monitoring and evaluating the impact of grants.
- Assist in the implementation of grant funding software.
- Work closely with grantees to collect and analyze data to assess the effectiveness of funded programs and grant application process.

Collaboration and Teamwork:

- Collaborate with board and allocation committee members and other foundation colleagues to ensure alignment with organizational priorities.
- Participate in team meetings, contribute to strategic discussions, and share insights to enhance overall organizational effectiveness.

Reporting:

- Prepare regular reports on grant activities, outcomes, and impact for internal and external stakeholders.
- Assist in the preparation of annual reports and other communication materials.

Desired Qualifications for this Position:

- Commitment to the vision and mission of the Inclusa Foundation
- Bachelor's or master's degree in a relevant field (e.g., social sciences, public administration, non-profit management).
- 3+ years proven experience in grantmaking, program management, or a related field.
- Prior experience in a Program Officer role.
- Strong analytical and critical thinking skills.
- Strong interpersonal and customer care skills with the ability to communicate successfully through multiple channels.
- Ability to work independently and collaboratively.
- Knowledge of issues related to elder adults, Long Term Services and Supports (LTSS), and adults with disabilities.
- Strong interpersonal and customer care skills with the ability to communicate successfully through multiple media channels.
- Exemplary verbal, written, presentation and interpersonal skills.
- Other duties as assigned by the Executive Director

Compensation and benefits:

The Foundation is committed to providing a competitive salary and benefits package.

The salary range for this position is \$65,000 - \$75,000 annually.

- Position includes generous benefits including:
- Retirement plan with Company Match
- Excellent Medical, Dental, and Vision Insurance
- Time Off Benefits including Vacation, Sick time, and Holidays.
- Work/Life Balance

Working conditions:

Schedule: Candidates for this role must be located in the state of Wisconsin with the ability to travel to Inclusa Foundation office in Stevens Point regularly. This role offers flexibility in work hours. The typical schedule is Monday – Friday. Occasional weekend days or afterhours events. Must be available for consultation on off hours, when needed.

Travel:

Regular in-state travel is required in this position. Must have a valid driver license, reliable personal vehicle, and proof of insurance. Travel is reimbursed at the Federal mileage rate.

How to Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and relevant experience to candise.miller@inclusafoundation.org Please include "Program Officer Application - [Your Full Name]" in the subject line. Applications will be accepted until February 5, 2024.

The Inclusa Foundation is an Equal Opportunity employer regardless of race, color, sex, religion, national origin, citizenship, age disabilities, sexual orientation, or any other legally protected status.