



## Position Description

**Job Title:** Program Officer  
**Reports to:** Vice President of Programs  
**Date Revised:** July 16, 2024

### Organization

Rasmuson Foundation, an Equal Opportunity Employer, is dedicated to improving the quality of life for people throughout Alaska. The Foundation awards grants to Alaska-based nonprofits, government entities, tribes, and individual artists to empower Alaskans to help each other.

### Summary/Objective

The Program Officer serves as a senior staff member providing strategic and tactical program-related leadership to accomplish the Foundation's mission across our core programs: Tier 1, Community Support, and Legacy grants. This position works with staff to accomplish goals, including a vibrant, collaboration work culture.

### Essential Responsibilities

- Performs grantmaking activities, including reviewing and analyzing proposals, writing funding recommendations for presentation to Foundation leadership, and monitoring grant performance.
- Manages a diverse portfolio of grants and may manage in-house grantmaking programs as assigned. Works closely with Grants Management staff to maintain accurate records and monitor grantee outcomes.
- Identifies and conducts due diligence on potential grantees, including interviews and site visits.
- Monitors opportunities for mission-aligned work in Alaska and may contribute to the development and deployment of strategic grantmaking or initiatives.
- Represents the Foundation externally and actively forms relationships with leaders, nonprofits and funders to monitor developments and outcomes in the foundation's initiatives.
- Serves as a primary contact with grantees and partnerships in portfolio.
- May manage outside consultants.



## **Position Description**

### **Qualifications**

- Alignment with the Foundation's mission and values.
- Minimum of 5 years of increasingly responsible work experience in a specific subject matter area and/or sector of importance to the Foundation.
- Knowledge and experience in the philanthropic sector, nonprofits, government, and tribal sectors in Alaska, preferred.
- Experience evaluating and managing grants, preferred.
- Able to identify and facilitate grantmaking opportunities.

### **Educational Requirements**

- Bachelor's degree or higher preferred. Experience can substitute.

### **Position Competencies**

- Excellent written and verbal communications skills with the ability to synthesize information and work with cross-cultural and diverse audiences to build consensus.
- Experience with standard office software such as Microsoft 365, and comfort working with or learning a grant management software system.
- Demonstrated organizational skills with a strong attention to detail.
- Self-motivated with the ability to manage several projects at once.
- Good judgment and integrity.

### **Compensation**

- \$96,750 - \$161,250