**Minneapolis Jewish Federation Mission**

*MJF promotes a culture of Jewish philanthropy, leverages financial and professional resources to meet local and global Jewish needs, and facilitates community planning to ensure a thriving and secure future at home, in Israel, and around the world.*

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**Position Identification**

**Title:** Program Officer  
**Reports to:** Minnesota Jewish Community Foundation, Executive Director  
**Status:** Full-time, Exempt

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**Purpose**

The Minnesota Jewish Community Foundation (MN JCF), a wholly owned subsidiary of MJF, is hiring a Program Officer. This position works collaboratively with MN JCF and MJF staff and leadership to advance MN JCF and MJF’s mission, grantmaking, strategies, initiatives, and fundraising. The Program Officer is responsible for ensuring the compliant operations and managing all aspects of dozens of grant processes annually.

This position is integral to maintaining and growing relationships with MN JCF fund holders to help achieve their philanthropic goals, learning about community needs and advising donors about potential funding opportunities that fall within their specific interest areas. The position also represents MN JCF and MJF as an advocate for, connection to, and building relationships with non-profits (Jewish and secular), continually deepening their knowledge across multiple fields to grow those relationships.

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**Position Requirements**

**EDUCATION:** Bachelor’s Degree  
**EXPERIENCE:** 4+ years of grantmaking and donor-relations experience, plus the following:

- Experience in running grant processes; general knowledge of donor-advised funds  
- **Excellent organizational skills.** Strong project coordination and implementation, communicate changes and progress, complete projects on time. Ability to accurately synthesize information; be able to take directions; and ability to self-organize schedules. Able to follow through and meet deadlines, juggle multiple work responsibilities and bring to completion complex projects. Organized and accurate record-keeping and administration

- **Communication.** Strong and effective interpersonal and communication skills, ability to facilitate discussions and to manage different personalities, maintain confidentiality, listen to others without interrupting, keep emotions under control, and remain open to others’ ideas and try new things. Speak clearly and persuasively in positive or negative situations, listen and get clarification, respond well to questions, demonstrate group presentation skills, and participate in meetings. Write clearly and informatively, edit work for spelling and grammar, vary writing style to meet needs, able to read and interpret written information. Comfortable communicating via telephone, Zoom and email

- **Relationships.** Experience building long-term relationships and making meaningful connections with people, organizations, and resources. Ability to work independently as well as collaboratively with president, staff and board members. Strive to continuously build knowledge and skills, and share expertise with others

- **Critical Thinking & Data Gathering.** Ability to interpret written and financial information, analyze data to support conclusions and ability to read a high volume of materials. Detail-oriented and a problem solver. Knowledge of best practices and emerging trends in grantmaking, grant processes, and impact assessment
• **Intercultural Development.** Approach differences in culture and identity with openness and acceptance; demonstrate a willingness to adapt behavior and mindset to foster greater inclusion inside and outside the organization

• Ability to handle confidential information with discretion

• There is a requirement to learn and perform administrative functions on MN JCF and MJF systems. General knowledge of Microsoft Office tools, including Word, Outlook, PowerPoint, Excel, as well as Salesforce, Basecamp, and Foundant grants management software is useful

**SCHEDULE FLEXIBILITY:** Ability to work early mornings, evenings and weekends as required

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### Key Areas of Responsibility

#### Grant Processes
- Ensure funds and their grant processes are in compliance with Foundation policies, procedures and applicable law by:
  - Conducting periodic fund audits to confirm that each fund agreement documentation is complete and work with donors or advisors to the fund to update the agreement and correct deficiencies, if any
  - Making sure each fund is being administered in accordance with the fund agreement, including granting within the fund’s purpose and spending policy
  - Working to revitalize dormant designated funds by connecting with the Advisory Committees and establishing grant processes where appropriate
- Steward Fund Advisory Committee members by:
  - Helping to identify funding opportunities within the scope of the fund purpose
  - Drafting request for proposals, summaries of responses, and other relevant grant meeting documents for the grant process
  - Identifying and recruiting potential advisors to designated funds
- Work with Foundation Marketing to promote grant opportunities, grant awards, and impact stories
- Implement, coordinate, and facilitate grant meetings for each fund that has a grant process, including:
  - Working with applicants before they draft and submit applications, explaining grant guidelines and helping applicants determine eligibility, making clear foundation priorities and values
  - Providing supportive one-to-one services and, where necessary, group workshops/webinars for applicants as they work on applications to be submitted to the Foundation
  - Reviewing applications to ensure eligibility and work with applicants to complete applications where necessary
  - Facilitating coordination of grant cycle meetings, including scheduling of meeting times, locations, distribution of materials, and panel orientations; manage annual grants calendar
  - Serving as point of contact with Advisors during their review period, answer questions, provide reminders of schedule, coordinate scoring of applications and determination of grant finalists and awards
  - Taking detailed notes of discussions to be able to provide feedback to applicants. Assist applicants in finding other funding opportunities
  - Planning and conducting site visits to organizations to meet with staff and/or Advisors; ensuring submission, review and respond to interim and final reports and feedback from grantees
  - Serving as an ongoing point of contact between grantees and the Foundation
  - Maintaining spreadsheets, calendar, and database information for grant tracking and management

#### Comprehensive Philanthropy & Growing Support
- Bring community needs and grant opportunities to fund holders and advisors’ attention in a timely manner to help fulfill philanthropic goals
- Actively participate in MJF’s comprehensive philanthropy program by discussing any of the following when relevant with fund holders: planned giving, annual campaign, affinity groups, community initiatives, impact areas, Israel, global experiences, stewardship, data, and other relevant needs.
• Liaise with the Community Impact department on identifying community needs and match-making those needs with any available funding in designated funds, particularly Federation Community Campaign allocations
• Serve on cross-departmental teams on work related to designated funds.

Planned Giving
• In coordination with MJF’s Chief Philanthropy Officer and Minnesota Jewish Community Foundation Executive Director, assist in identification, cultivation, solicitation, acknowledgement, and stewardship of Planned Gifts to MJF’s mission and programs; Assist and project manage assigned planned giving efforts
• Assist in education of colleagues and lay leaders on planned giving techniques and best practices
• Serve as MJF’s Coordinator for the It’s Your Legacy (IYL) program, including planning annual planned giving continuing education for IYL the cohort and lay leaders
• Help plan and carry out MJF’s Legacy Society education and programming
• Attend select meetings of other Foundations and philanthropic community events as assigned

The above list of responsibilities is not intended to encompass all functions of the position, rather, they are a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this description.

Organizational Responsibilities
• Uphold and exemplify the Minneapolis Jewish Federation’s and Minnesota Jewish Community Foundation’s mission/vision
• Uphold and exemplify the leadership and or behavioral competencies of the organization (see attached)
• Exemplify customer service both internally and externally
• Attend Federation events as position requires
• Attend regularly scheduled staff meetings
• Other duties as deemed necessary to achieve organization/team goals

Salary & Benefits
Salary: $70,000-$80,000 commensurate with experience. Benefits include paid vacation, sick leave, Parental Leave, disability, and life insurance; 401(k) match. Health, dental and wellness benefits available