

**JOB DESCRIPTION SUMMARY**

**Position Title:** Full-Time Program Officer

Burton D. Morgan Foundation seeks a Full-Time Program Officer with an entrepreneurial mindset who is passionate about the free-market system and how entrepreneurship plays a vital role.

Founded in 1967 by a visionary entrepreneur, Burton D. Morgan Foundation champions the entrepreneurial spirit, contributes to a robust entrepreneurial ecosystem, and serves as leader in the field of entrepreneurship education. Morgan Foundation’s primary geographic focus is Northeast Ohio, although its collaborations, partnerships, and influence reach across the country. The Foundation’s three main areas of focus described below represent an intertwined body of work:

* **GRANTMAKING** – The Foundation makes grants that support youth, collegiate and adult entrepreneurs and creates collaborative relationships with grantees and partners that cultivate critical thinking, experiential learning, and adaptation.
* **ECOSYSTEM BUILDING** – The Foundation aims to empower networked and inclusive entrepreneurial ecosystems that are linked through robust and clear pathways open to all.
* **KNOWLEDGE SHARING** – The Foundation seeks to improve results, influence decisions, and effect change in the fields of entrepreneurship and entrepreneurship education.

**Description of Position:** The Program Officer will perform functions in all the areas listed above. The Program Officer will review grant proposals, perform due diligence research, manage current grants, and make recommendations to the Board of Trustees. In addition, the Program Officer will develop an in-depth knowledge of the entrepreneurship education field and the NEO entrepreneurial ecosystem in order to contribute meaningfully to the research, collaboration, outreach, and communication activities conducted within the Foundation. The Program Officer is a pivotal member of the team, contributing to idea generation, strategic thinking, organizational networking, and collaborative team dynamics.

**Duties and Responsibilities:**

* **Grantmaking**
* Reviews and evaluates proposals submitted to the Foundation
* Interacts with grantees on a regular basis
* Drafts and edits detailed reports on grant proposals
* Facilitates networking among grantees and grantee programs
* Investigates prospective stakeholder partnerships and collaborations
* Prepares and presents funding recommendations to staff and the Board
* Evaluates grants objectives and results
* Works on proactive projects as needed
* Attends events and programs related to grant recipients and philanthropy
  + **Ecosystem Building**
* Works proactively to generate connections in the ecosystem
* Assists in coordinating outreach activities and convenings
* Oversee special initiatives as assigned
* Attend relevant meetings to understand the needs and directions of the ecosystem
  + **Knowledge Sharing**
* Conducts research of subject areas of interest to the Foundation
* Promotes a culture of continuous learning and innovation
* Provides grantees with resources that support strategic thinking and learning
* Stays abreast of current developments in the field
* Attends relevant continuing education programs
* Contributes to both internal and external strategic learning opportunities
* **Other**
* Performs other duties as assigned

**Qualifications and Requirements:**

**Education:**

* Undergraduate degree
* Continued professional development

**Special Skill Requirements:**

* Strong writing/editing and analytical skills
* Ability to communicate effectively
* Ability to develop relevant learning questions
* Ability to fail and learn
* Openness to new and experimental trends and opportunities
* Proficiency with grant evaluation
* Ability to analyze budgets and financial statements
* Ability to synthesize large amounts of information
* High level of research skills
* Understanding of philanthropy’s role in the community
* Understanding of entrepreneurship/entrepreneurship education preferred
* Ability to work as a cooperative team member
* Familiarity with non-profit organizations
* Experience with technology and databases
* Harmonious interpersonal skills
* Effective interview skills
* Sound judgment
* Ability to manage time effectively
* Flexibility
* Self-discipline and initiative
* Ability to work with minimal supervision

**Essential Physical Functions:**

* Extensive reading and writing
* Ability to use personal computer
* Mainly desk work
* Some walking for site visits
* Some after-hours event attendance
* Some overnight travel

**Salary commensurate with experience (salary range $72,000 - $80,000). Medical, vision, dental, retirement and other benefits are offered.**

Burton D. Morgan Foundation is an equal opportunity employer.

Email resumes to:

[admin@bdmorganfdn.org](mailto:admin@bdmorganfdn.org)

No phone calls please.