

**Title:** Program Officer

**Job Type:** Non-Exempt  Exempt

**Division:** Strategic Planning and Policy

**Job Grade:** 5

**Reports to:** Director of the Office of Strategic Planning and Policy

### Job Purpose

The Program Officer's role will be to continually search, identify, facilitate, and implement housing and community development opportunities. This position is responsible for grants/program development, evaluation, and compliance, including research, pre-award grant writing, coordination of applications, and adherence to program guidelines.

### Essential Functions

1. Partner with members of the Planning and Policy team to provide administrative and general financial support to assist with the planning and development of application submissions to various federal offices, and private agencies/foundations.
2. Provide preparation assistance and support related to grant application procedures, including the completion of application forms and development and review of grant budgets and the coordination of sub award documents.
3. Update and maintain a database of funding applications/awards/reports.
4. Responsible for program setup and administration.
5. Review Agency and program guidelines to create new grant fact sheets and procedures and coordinate meetings to communicate requirements.
6. Track the progress of grant applications and follow-up as needed.
7. Assist in documenting procedures and researching best practices.
8. Review applications to ensure required format and information.
9. Process Notices of Awards.
10. Complete grant/policy/program searches as requested.
11. Attend training, conferences, and internal meetings relevant to position as requested.
12. Perform related duties or responsibilities as assigned or requested.

### Job Requirements

1. Ability to complete detailed assignments in a timely and accurate manner.
2. Strong organization skills and attention to detail.
3. Demonstrated verbal, written, and interpersonal communications skills.
4. Ability to work with and adapt to new technology.
5. Ability to work concurrently on multiple projects with varying timelines and meet deadlines.
6. Ability to prioritize multiple assignments.
7. Ability to work independently and in a team environment.

8. Ability to work collaboratively with partner organizations.
9. Proficient with computer software programs, including Microsoft Applications

**Education:** Bachelor's degree in a related field of Business, Non-Profit Organization, Project Management.

**Experience:** Minimum 3-5 years of demonstrated related experience. An equivalent combination of education and experience may be considered.

**Knowledge/ Skills:**

**Licenses/ Certifications:**

#### Travel

- None       Light       Frequent       Other:

#### Working Conditions

**Physical Demands:**  Lifting/Carrying  Walking  Sitting  Standing  Other