



### **Foundation History**

A national leader in rural philanthropy, [The Ford Family Foundation](#) is a private foundation benefiting rural communities in Oregon and Siskiyou County, California. In 1957, Kenneth W. Ford & Hallie E. Ford originally established the Foundation to give back to the timber communities of southwest Oregon. During its formative years, the Foundation concentrated its support on three counties in Oregon and California: Douglas, Coos, and Siskiyou. Over time, the Foundation's size and scope increased to include a statewide focus on rural communities while remaining committed to the original three-county region. One of the largest grantmaking foundations in Oregon, The Ford Family Foundation currently has assets in excess of \$1 billion, an annual budget of approximately \$60 million, a seven-member board of directors, 48 employees and two office locations (headquarters in Roseburg, Oregon and scholarship office in Eugene, Oregon).

### **Foundation Mission & Vision**

The Ford Family Foundation is focused on ensuring that children from all backgrounds have the family, educational and community supports they need to succeed in life. We are committed to the rural communities of Oregon and Siskiyou County with investments in rural community building, grantmaking and scholarships. Vibrant, robust rural communities and economies depend on their ability to attract and sustain working families. We know that rural is its own inequity and work to champion rural causes, people, and places.

Current efforts and focus areas include early childhood development, youth development and education, child abuse prevention and intervention, postsecondary success, scholarships for college students, and career readiness for postsecondary students. Our efforts also support community capacity building, community-based efforts to improve local conditions and business development, rural community capital projects, and rural economic vitality.

### **THE OPPORTUNITY**

The Foundation is increasingly focused on the interconnectedness between our public, private, nonprofit, and community systems, and identifying how they must work together more effectively for improved outcomes in rural communities. The Foundation recently completed a strategic plan that identifies three Impact Areas:

1. Families
2. Education
3. Communities

The Community Economic Development Program Officer (Program Officer) will join the team to further develop and manage a portfolio aimed at strengthening rural

economic development and business supports and strengthening family financial education and stability, as detailed in the Foundation's strategic plan.

**PROGRAM OFFICER, COMMUNITY ECONOMIC DEVELOPMENT**

This position assists in developing and implementing a strategic grantmaking area focused on economic development in rural communities. This will include policy and practice in entrepreneurship, rural economic development, and promoting family economic success. The Program Officer will serve as a thought partner to the Director as they build, refine, and execute strategy and work plans. This Program Officer will also work alongside and in partnership with other program officers to promote all aspects of the Foundation's mission of successful citizens and vital rural communities.

**THE FOCUS AREAS AND RESPONSIBILITIES FOR THIS ROLE INCLUDE:**

- **Grant development and management**
  - Work closely with the Director for Community Economic Development to cultivate grantmaking opportunities to build a \$4M portfolio of program supports for rural economic vitality in Oregon and Northern California
  - Oversee and conduct due diligence (research, analysis, and site visits) for all foundation grants under the Community Economic Development program
  - Prepare grant recommendations for review at the appropriate staff, committee, or board level
  - Maintain ongoing communication and monitor relationships with grantees
  - Utilize grant data system to manage applications, potential and existing grantee communications, and grant reports
- **Relationship building and collaboration**
  - Serve as a grantee resource by providing technical assistance, coaching and relationship brokering
  - Develop strong and trusting relationships with community leaders, partners, and grantees to achieve shared goals
  - Represent the Foundation externally to grantees, community constituents, funding partners and public-sector partners
  - Engage with Foundation peers to develop collaborative approaches to community change
- **Strategy**
  - Serve as a thought partner to the Director for Community Economic Development to create strategy and work plans
  - Build and maintain a high level of knowledge in program focus areas (growing rural businesses, asset and wealth building strategies, and effective state and local economic development systems)
  - Contribute to writing background documents, meeting reports, and presentations, department documents, and conduct relevant literature reviews, landscape analyses, and data analysis
  - Champion the importance of rural community vitality in Oregon

and Siskiyou County

**IDEAL CANDIDATE PROFILE**

The Ford Family Foundation seeks a Program Officer who is passionate about rural communities and welcomes the opportunity to work in partnership with residents and local leaders to strengthen community economic development. Knowledge of Oregon's economic development ecosystem and business development in rural settings is strongly preferred.

The ideal candidate has familiarity with or direct experience in the rural communities of Oregon and Siskiyou County, including knowledge of the economic development challenges they face, and an understanding of the network of agencies and organizations dedicated to mitigating those challenges.

Outstanding interpersonal skills are key. An approachable style, humility, empathetic listening skills and the ability to connect with diverse stakeholders are essential for this role. The successful candidate will thrive in a collaborative, collegial and team-oriented environment where a willingness to "roll up your sleeves" to get the job done is central to the culture.

The Ford Family Foundation seeks a well-rounded individual with excellent communications and presentation abilities. Cogent, succinct writing, as well as an ability to relate complex ideas to diverse audiences are critical. Exceptional project management skills, including an instinctive ability to prioritize and manage multiple strands of work, as well as skillful handling of multiple relationships are core elements of this role.

The annual salary for the Program Officer position begins at \$95,000. Our excellent benefit package includes paid time off, holidays, health and dental insurance, health savings accounts, generous retirement, and a matching gifts program. Employees have access to an Employee Assistance Plan, professional development opportunities, rejuvenation leave, and more.

**TO BE CONSIDERED**

Candidates must have 5-7 years of experience in rural community economic development. A bachelor's degree is required and a graduate degree in a relevant subject such as business, public administration, or policy is preferred. Candidates will be considered from diverse backgrounds that might include nonprofits, public-sector programs and agencies or foundations.

The focus of this position is with rural communities across Oregon and in Siskiyou County and is based out of our Roseburg Office. Relocation to Douglas County is not required however, rural Oregon residency is required, as is travel to Roseburg as needed. Approximately 30% of time will involve travel within Oregon and Siskiyou County. Additional national travel to attend conferences and meetings is anticipated.

The Ford Family Foundation is an equal opportunity employer, and all qualified candidates are encouraged to apply. Reasonable accommodations may be made to enable individuals to perform essential functions. Please submit your resume and cover letter expressing your interest in the position and fit for the role via email to Laura Crosier, Human Resource Specialist at [lcrosier@tff.org](mailto:lcrosier@tff.org)