



# Senior Program Officer Community Economic Development

## Career Opportunity

### Roseburg Office

#### Organizational Background

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, California 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. Likewise, outcomes in life often depend on community systems that support lifelong health, educational success, and wellbeing. We know that rural is its own inequity and work to champion rural causes, people, and places.

The Foundation was created in 1957 by the late Kenneth W. Ford, founder of Roseburg Forest Products Co., and Hallie E. Ford. Grants were made annually to charitable organizations in three core counties where the mills were located – Douglas and Coos counties in Oregon, and Siskiyou County, Calif. Currently, the Foundation employs 53 staff members.

#### Purpose and Background

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 Community Economic Development Department maintains a focus on grantmaking at the community level where programs directly impact residents and at the systems level to better support rural economic development.

The Community Economic Development Senior Program Officer will further develop and manage a portfolio aimed at strengthening regional and statewide systems, while contributing to the Foundation's broader, cross-cutting efforts to strengthen supports for children, youth, and families in rural areas. The portfolio focuses on strategic grantmaking in support of strengthening the economic development ecosystem to better facilitate collaboration and cohesion that results in alignment across statewide strategies and priorities. The Senior Program Officer reports directly to the Director of Community Economic Development.

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.

This is an exempt position, and the annual salary range is \$135,000.00 - \$144,000.00. Our excellent benefit package includes paid time off and holidays, health and dental insurance, health savings account, generous retirement plan, matching gifts program, access to an employee assistance program, professional development opportunities, rejuvenation leave and more.

To apply for this position, please send an email to Laura Crosier, Human Resources Manager, at [lcrosier@tfff.org](mailto:lcrosier@tfff.org) with your cover letter of interest and resume. **Application packet emails must be received by March 1, 2024, 5:00 pm.**

## **Essential Duties and Responsibilities**

### ***Strategy***

- Strategically deploy all the Foundation's philanthropic resources – grants, convening, research, technical support, community capacity and more - to inspire, instigate, and leverage change on behalf of rural communities in Oregon and Siskiyou County, CA.
- Serve as a thought partner on the Community Economic Development team to develop program strategies, work plans, and budgets for initiatives that close resource gaps in communities the Foundation serves.
- Build and maintain a high level of knowledge (current research and best practices) in rural community economic development.
- Champion the importance of a *community* economic development approach in rural communities.

### ***Relationship building and collaboration***

- Work effectively with partners, grantees, and communities to build the capacity and programs that will ensure that rural communities have the best possible supports to create vibrant economies.
- Bring an equity and inclusion mindset to the work, addressing the resource gaps faced by our stakeholders due to zip code, culture, race, and ethnicity.
- Represent the Foundation in communities and forums statewide as a champion of equitable access to economic development resources and opportunities in rural communities.
- Serve as a Foundation liaison to current strategic partnerships.
- Develop opportunities to co-create and collaborate with Foundation peers to deeply integrate and align efforts, consistent with our strategic plan more deeply.

### ***Grant development and management***

- Build and manage a portfolio of strategic grants.
- Oversee and conduct due diligence for all portfolio grants.
- Prepare grant recommendations for review at the appropriate staff, committee, or board level.



- Coordinate complex projects and develop, execute, manage, and evaluate strategic community programs; and,
- Partner with evaluation experts to design a method for monitoring, checking, and adjusting the effectiveness of the Foundation's investments; create and maintain systems to track the progress and ensure that timelines and benchmarks are met.

### **Required Competencies and Skills**

Strong community economic development expertise with demonstrated knowledge of key regional, state, and federal economic development organizations, and a proven commitment to rural issues. Familiarity with or direct experience in the rural communities of Oregon and Siskiyou County is highly desired, including knowledge of the economic development challenges they face, and an understanding of the network of agencies and organizations dedicated to mitigating those challenges. Excited to work collaboratively with Foundation peers, community leaders, nonprofit and public sector colleagues, and fellow funders to strengthen the economic development ecosystem in rural Oregon and Siskiyou County, CA.

The Community Economic Development team works in close partnership with the communities being served. More broadly, the staff coordinates with networks of funders, public agencies, and nonprofits to address local, regional, and state-level systems issues. The Senior Program Officer will possess the political and relational skills required to work effectively with a wide range of leaders, including economic development professionals, community residents, technical experts, advocacy organizations, and policymakers.

We are committed to having an impact in an arena that is complex and requires a sophisticated level of stakeholder engagement. Senior Program Officers must be comfortable with ambiguity and enjoy the challenge of forging a path forward when information is imperfect, and milestones may not be clear. They are poised to contribute to a high performing team that is strengthening the integration of its programmatic work to ensure rural communities are thriving.

This position requires exceptional organizational skills, teamwork and collaboration, ability to manage multiple priorities, comfort working in an adaptive and fast-paced work environment, and ability to be flexible and adjust quickly to new tasks and assignments while supporting multiple people and organizational areas. Program Officers must work effectively within an organizational structure that is led by a Department Director and Chief Executive Officer who report to a Board of Directors.

Outstanding interpersonal and communications skills are key. An approachable style, humility, kindness, empathetic listening skills, and the ability to connect with diverse stakeholders are vital attributes. Employees must demonstrate good judgment and discretion and be at ease in an external facing role; skillful handling of multiple relationships is critical. Our colleagues 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 Senior Program Officer must be 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.

Minimum of 10 years' experience in the rural community economic development field. A bachelor's degree is required and a graduate degree in a relevant subject such as business, public administration, or policy is preferred.

### **Physical Demands of Job Duties and Work Environment**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. While performing the duties of this job, the employee must regularly see, talk and hear. This position is active and requires standing, walking, bending, keyboarding, and driving. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. While performing duties of this job, the employee is exposed to a normal office type environment with some exposure to the outside environment. This position is rarely exposed to dust, odors, water, fumes, and noise. Work is always performed in a safety-conscious manner. Reasonable accommodation may be made to enable individuals to perform essential job duties.

