



## POSITION ANNOUNCEMENT

# PROGRAM OFFICER



## WHAT WE DO

Prebys Foundation is the largest independent private foundation in San Diego County. The foundation works to create an inclusive, equitable, and dynamic future for all San Diegans. Prebys advances excellence and shared opportunity by investing in groundbreaking institutions, ideas, and people to ensure more residents are financially secure, healthy, empowered, and connected. With assets of over \$1 billion and grantmaking that will exceed \$45 million annually, Prebys is in the early stages of shaping its strategic trajectory and approach to impact for each of its program areas.

## LEADERSHIP & CULTURE

This is an exciting opportunity to join a growing grantmaking organization as it works on groundbreaking initiatives to transform the San Diego region. Prebys is led by a dynamic senior leadership team dedicated to fostering a culture of individual growth and collective success. The Program Officer will join a supportive team of exceptionally talented, mission-driven staff, working collaboratively to build a strong foundation for Prebys to strengthen San Diego's future.

## BENEFITS & FEATURES

- Salary: \$135,000 - \$142,000
- 401(k) with employer match
- 100% medical, dental, and vision coverage for employee and eligible dependents
- Life, AD&D, and disability insurance
- PTO: 4 weeks paid time off, 40 hours paid sick leave, 14 paid holidays
- Normal and reasonable expenses will be reimbursed per company policy
- To encourage the personal philanthropy of employees, Prebys matches eligible charitable contributions.

## LOCATION

The Programs Officer position is located in San Diego with an office located at 1420 Kettner Blvd, 7<sup>th</sup> Floor, San Diego, CA 92101. The option to be based elsewhere is not available. The Prebys team is currently observing a hybrid workplace model; employees work onsite for three designated days, with schedule adjustments based on the needs of Prebys and work assignments.

## POSITION SUMMARY

The Conrad Prebys Foundation offers a rare opportunity to make a significant impact as part of a nimble and dynamic Programs Team. The Program Officer role works collaboratively with the other Program Officers, collectively nurturing a portfolio of 200+ nonprofit partners, driving strategic grantmaking and impact. Prebys cultivates a culture of collaboration and cross-functionality, with rotating leadership and support functions held by all team members, facilitating adaptability in a holistic approach to portfolio management. The Program Officer contributes to the broader grantmaking and impact objectives by working closely with the Vice Presidents of Programs and other team members, ensuring effective and efficient grantmaking processes. This highly visible role involves working across all departments, from the executive team and legal counsel to operations and the Board. The Program Officer serves as a key liaison between Prebys and the community – developing and maintaining relationships on behalf of Prebys with San Diego nonprofits and stakeholders and representing the Prebys at community events. This is an exceptional opportunity for a humble, community-oriented individual with strong interpersonal skills and a deep commitment to improving the lives of San Diegans.

The Program Officer will report to our two Vice Presidents of Programs:

- Dr. Emily Young, who leads the arts and health grantmaking and related impact efforts. Honored as a leader who inspires through values and action, Emily brings over 20 years of leadership experience in various roles for philanthropic organizations, as well as higher education; and
- Chris Sichel, who leads our youth and workforce efforts. Known as a culture-setting leader, Chris offers more than 25 years of leadership experience in various roles for philanthropic and nonprofit organizations.

## DUTIES & RESPONSIBILITIES

### Grantmaking

- Collaborate with the Programs Team on grantmaking initiatives, including design and implementation.
- Manage grantmaking budgets and timelines, ensuring accuracy and timely completion of tasks.
- Conduct due diligence on organizations and proposals, including site visits, financial analysis, and alignment with priorities.
- Monitor grantee progress, providing support and managing the grant lifecycle from start to closeout.
- Serve as the main point of contact for grantees, addressing inquiries and providing support related to grant requirements and status.

### Community Engagement

- Understand the nonprofit landscape and community needs through active listening and feedback exchange.
- Identify organizations that align with Foundation focus areas and initiatives.
- Maintain knowledge of the San Diego nonprofit sector and its impact on programmatic goals.
- Represent the Foundation at public venues and community events, demonstrating strong interpersonal and leadership skills.
- Share community and grantee stories externally in collaboration with the Communications team.

### Learning, Evaluation, and Management

- Support Board and Committee meeting preparation as needed.
- Assist in developing and implementing a performance management system to measure grant portfolio impact.

- Support the tracking of key trends, data, and insights from grantees and other relevant sources.
- Collaborate on grantmaking timelines, correspondence, and forms for applicants and grantees.
- Maintain accurate electronic grant files and engage in continuous learning and improvement related to grantmaking.

### **BACKGROUND PROFILE**

- Demonstrated experience in philanthropy, ideally with community grantmaking, including experience with CRM and grants management databases.
- Knowledge of the San Diego County community at large, and the nonprofit community specifically.
- Excellent communication skills, written and oral; comfortable communicating key data, including presentations to internal and external stakeholders/partners.
- Relationship management experience, particularly with nonprofit stakeholders, including an ability to communicate effectively, collaboratively, and diplomatically across a broad range of internal and external constituents.
- Skilled at creating opportunities for deep and meaningful dialogues about complex and difficult topics
- Due diligence expertise, including the ability to read and understand organizational budgets, 990s, and other nonprofit financial documents, communicate quantitative information to stakeholders, and use online research and information sources.
- Strong organization and prioritization skills with the ability to manage several projects simultaneously, with exceptional attention to detail; initiative-taking; motivated, with a positive personality and excellent follow-through.

### **EQUAL OPPORTUNITY EMPLOYER**

The Conrad Prebys Foundation is an equal opportunity employer. We celebrate diversity and are committed to creating a positive and inclusive work environment for all employees. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. We encourage applicants of all backgrounds.

### **FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:**

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