



Job Title: Program Officer
Reports to: Vice President of Grants, Programs, and Communications
Status: Full-time

Organization Background

[Horizons Foundation](#) has been dedicated to serving, funding, and helping to lead the LGBTQ community for more than 40 years. Established in 1980 as a San Francisco–based community foundation, Horizons’ mission is to invest in LGBTQ nonprofits, strengthen a culture of LGBTQ giving, and build a permanent endowment to secure our community’s future for generations to come.

The world’s first LGBTQ community foundation, Horizons is a national leader in promoting LGBTQ philanthropy, and was recently recognized as one of the LGBTQ movement’s “Top 10” funders by the national advocacy group Funders for LGBTQ Issues. Last year alone, Horizons distributed grants totaling \$5.9M to hundreds of nonprofits throughout the country, with more than half supporting organizations in the Bay Area. These grants went to support a wide array of nonprofits working on issues such as LGBTQ youth, LGBTQ seniors, anti-violence, LGBTQ mental health and health access, refugee and asylum for LGBTQ people fleeing persecution abroad, LGBTQ culture and the arts, and much more.

Summary

The Program Officer is key member of the Grantmaking and Programs team and manages key grants and programmatic activities of the foundation’s growing programs. Key qualifications include experience in grantmaking and scholarships programs, program management, knowledge of and commitment to the LGBTQ community, and excellent organizational and communications skills. The Program Officer contributes to the management of grantmaking data in Foundant and Salesforce as well as electronic application solutions.

Principal Responsibilities

1. Strategy and Grantmaking
 - Provide critical input and collaborate with colleagues to develop, refine, and implement grantmaking, scholarship, and programmatic priorities and strategic approaches to advance the Foundation’s goals, objectives, and outcomes and contribute to strategic learning, research, evaluation, and program adaptation
 - Lead and manage the scholarship program, grants portfolio (e.g., Community Issues), and programs (e.g., Give OUT Day) throughout its various cycles, from RFP/RFA development to end-of-cycle reporting, and maintain digital information in Foundant and Salesforce
 - Monitor new developments and trends in the field and provide analyses to synthesize implications for grantmaking, scholarship, and programs, including ensuring

resources are directed appropriately toward the highest level of impact

- Identify potential grantee partners and encourage proposals, conduct due diligence, and report on funding impact
- Effectively manage grantee relationships, review progress reports, conduct evaluations of grantee programs and site visits, and monitor use of grant funds
- Ensure adherence to internal grantmaking, programmatic, and scholarship processes via appropriate documentation, grant budgeting, data entry, and reporting, especially through Horizons cloud-based CRMs
- As part of the Grantmaking and Program team, serve as thought partner and strategic thinker to develop and implement grantmaking and program strategies to advance Horizons' strategic plan

2. External Relations

- Build and maintain relationship with Horizons grantee partners and organizations/programs in the LGBTQ eco-system
- Engage with peer funders and external stakeholders working in fields relevant to Horizons Foundation
- As opportunities present themselves, participate on panels and other learning opportunities highlighting Horizons' work
- Remain well-connected to key actors in the field and understand what new and deepening opportunities exist to lift up and support Horizons Grantmaking and Program activities and strategies

Other duties

- Contribute information about Horizons grantmaking and programmatic activities with Horizons colleagues, especially Communications
- Represent Horizons with community groups as needed
- Attend events, staff meetings, program committee meetings, and other organizational meetings and events as needed
- Occasional evening and weekend work hours required at various times throughout the year, in particular supporting Horizons' grantmaking and program meetings
- Other administrative and support duties as assigned

Desired Qualifications

- The ideal candidate brings a deep commitment to Horizons' mission and should be passionate about LGBTQ philanthropy, in particular grantmaking, scholarships, and programs
- Horizons seeks a colleague eager to learn, grow, and be part of an enterprise larger than themselves
- Bachelor's degree, Master's Degree preferred, or commensurate work experience
- A minimum of three years' full time work experience in grantmaking and program management or comparable experience

- Deep commitment to and knowledge of the LGBTQ community, LGBTQ community and movement organizations, and the LGBTQ movement for freedom and equality – SF Bay Area knowledge preferred
- Skilled innovator with knowledge of trends, practices, and strategies in grantmaking, scholarship and community programs, and giving days
- Excellent research and analytical skills with the ability to recognize connections and identify patterns; curiosity to seek out information and connection across a broad range of issues and synthesize information clearly and concisely
- Sound judgment and the ability to make complex, multidimensional decisions based on both facts and experience
- Sophistication and commitment to adhere to confidentiality policies and manage confidential information thoughtfully
- Capable of working independently in a small, fast-paced environment and ability to take initiative and complete projects independently and on-time
- Strong leadership and proven project management skills, ability to plan and manage multiple priorities on different timelines superb attention to detail, and commitment to quality
- Strong listening skills with the ability to establish and maintain close, collegial, and effective working relationships with colleagues and grantee partners of diverse backgrounds and perspectives
- Strong oral and written communication skills and dexterity in communicating with a broad diversity of partners and audiences with clarity and authenticity
- A collaborator and team player, someone who is open, adaptable, and leads with humility
- High degree of proficiency in Microsoft Office suite of programs and Adobe Acrobat Professional, and experienced using CRMs (Foundant and Salesforce preferred)

Physical requirements

The physical demands of this position are light with the expectation that the staff person can exert up to 20lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. The position requires frequent computer use at a workstation. Horizons Foundation will make reasonable accommodations in compliance with the ADA of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Compensation and hours

This is a full-time salaried position. Your schedule may vary based on need and could extend at times into the early evening, with some very occasional weekend hours. Salary will be determined upon hiring, informed by qualifications and experience, within a range with a mid-point of \$93,000. Horizons also offers a generous benefits package that includes full health, vision and dental coverage, vacation, sick leave, significant employer contribution to a 403(b) plan retirement plan, and the pride of working at an important community institution.

Horizons currently operates on a hybrid work model in which all staff are expected to work in our downtown San Francisco offices on Tuesdays, Wednesdays, and Thursdays, with the option of working from home/remotely on Mondays and Fridays. Horizons also requires proof of COVID vaccination and booster status to ensure a healthy working environment for all.

Equal Opportunity

Horizons Foundation is an equal opportunity employer that supports and lives diversity in our staffing and values. We actively seek and welcome applications from people who identify as people of color; women; transgender, gender-conforming, and non-binary; LGBTQ; and people living with disabilities. We comply with all applicable federal, state, and local laws governing nondiscrimination in employment, and encourage and seek qualified candidates of all backgrounds.

APPLICATION PROCESS

Applications will be accepted until January 31 – early submissions are encouraged. To apply, please submit your resume and a cover letter **in a single pdf or word document** outlining your interest and qualifications to careers@horizonsfoundation.org with **PROGRAM OFFICER** in the subject line.