



## PROGRAM OFFICER JOB DESCRIPTION PIPER FUND

The Proteus Fund is seeking a strong program leader to join the Piper Fund, a collaborative grantmaking program to build and mobilize a powerful movement to address the problem of the corrosive influence of corporate power and special interests in our political system.

Since 1997, Piper Fund has partnered with individual donors and foundations to award \$1 million a year in grants to innovative efforts that reduce corporate influence and reform the way political campaigns are funded. Piper grantmaking focuses on supporting new initiatives to build a much broader, much more robust money in politics movement and greatly enhanced communications capacity for the money in politics community, as well as carefully identifying opportunities to advance public financing at the state and municipal level and defend existing programs. Piper will expand its grantmaking in 2012, likely awarding \$2 million in grants.

Piper Fund is now launching a new initiative, a Judicial Independence Project, designed to significantly curb the influence of special interest, ideological and corporate money on the judiciary, particularly judicial elections. The new Program Officer will focus particularly on grantmaking related to reform work in states where judges are elected and advancing policies related to disclosure, recusal, merit selection and public funding of elections. The Program Officer reports to the Piper Fund Senior Program Officer and provides support for all Piper Fund program work. S/he will be responsible for working closely with the funding partners of the Piper Fund, and helping to engage additional foundations and individual donors in this work. The Program Officer will support all of the Piper Fund grantmaking.

In addition to working with the Piper Fund Senior Program Officer, the new Program Officer works closely with other Proteus staff members on the planning and implementation of the grantmaking program, funder engagement activities and outreach. S/he will provide support in developing all grantmaking recommendations and administrative work related to grantmaking. S/he represents Proteus and its programs to donors, grantees, and the general public, outlined below.

### DUTIES AND RESPONSIBILITIES

#### **Program Management:**

- Build and maintain expertise about the field of judicial independence and particularly the corrosive influence of special interest money on judicial elections, and the network of key thinkers, advocates, organizations and principle strategies to address judicial elections
- Write requests for proposals, research and evaluate funding proposals, write assessments and

- Conduct grantee site visits and phone calls with grantees to research proposals
- Assist the Senior Program Officer in organizing gatherings of grantees and other leaders to address key issues as appropriate and in conjunction with partner funders
- Assist the Senior Program Officer in evaluating program accomplishments and create program reports and updates
- With the Grants Manager and Senior Program Officer, manage grant making process, including proposal submission and funding, communication with grantees, and grant processing
- Oversee consulting contracts with resource people who deliver services to the Fund and its grantees
- Attend appropriate outside meetings representing the Proteus Fund
- With members of the Proteus Fund Program Team, help build the Proteus Fund's understanding about how funding can build the capacity of social change organizations to achieve progressive public policies

**Partner Recruitment and Communications:**

- Assist the Senior Program Officer in maintaining relationships with current money and politics funding partners and other funders who support money and politics issues and allied organizations, and assist in recruiting new foundation support for this work
- Respond to inquiries by other funders who are interested in participating in the fund
- Become knowledgeable about Proteus Fund and all its programs and initiatives
- Represent the Fund to foundations, associations, grantees, and the public

**General Administration:**

- Participate in the general administration of Proteus Fund; attend staff meetings and staff retreats and participate in Proteus Fund special events or projects as needed or requested
- Provide assistance with writing and editing materials of a general nature or materials for another program area as needed or requested

**Proteus Fund Board of Directors:**

- Provide support to Proteus Fund Board of Directors and Grants Committee and program-specific advisory boards and committees
- Attend meetings of the Board of Directors and Proteus Grants Committee to present program work, as necessary
- Advocate for recommended grants to Proteus Fund Grants Committee members as needed
- Respond to board requests about grantees

**Finance:**

- Collaborate with the Director of Finance and Administration, in the creation and monitoring of the annual budget for the money and politics fund and related initiatives

Additional duties of similar complexity will be occasionally required

**Work Hours:** This is a full-time professional position requiring a minimum of 40 hours per week over the course of the year. The workload is cyclical and requires flexibility on the part of the program officer. Work generally occurs Monday through Friday between 9:00 a.m. and 5:00 p.m. Evening and weekend hours are sometimes required. Domestic travel is required.

**Compensation:** Proteus Fund offers competitive salary and benefits, including paid vacation, holidays, sick leave, retirement benefit, dental insurance, and health insurance. Proteus benefit program includes partner benefits.

**Required Background and Skills:** Experience at strategically evaluating an organization's ability to develop successful grassroots campaigns and win policy victories; a keen understanding of politics at the state level; experience with grant making; significant knowledge of relevant campaign finance reform organizing efforts; general knowledge of history, ideas and key debates related to money and politics, including the legal and policy frameworks; strong written and verbal communication skills; computer literacy; attention to detail and a high degree of personal organization; financial management skills; good problem solving instincts; versatility and adaptability to a team-focused, fast-paced and sometimes stressful environment; sense of humor and ability to work independently and with limited clerical support. Additional indicators of appropriate experience and abilities include 5 to 7 years experience in a relevant non-profit setting and/or an advanced degree in a related field. Holding a legal degree, while not a prerequisite, is considered valuable for this position.

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Proteus Fund believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, and physical ability.

Proteus Fund affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.

**THE PROTEUS FUND**

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