

*This search ended in October, 2003, with the appointment of Richard Moyers, executive director of the Ohio Association of Nonprofit Organizations, and former vice president for programs and services at BoardSource (formerly National Center for Nonprofit Boards).*

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## **Job Announcement**

### **Eugene and Agnes E. Meyer Foundation Program Officer, Nonprofit Sector Advancement Fund**

(Posted: June 16, 2003)

The Eugene and Agnes E. Meyer Foundation in Washington, DC, is looking for a person with significant experience in nonprofit organization capacity building to serve as program officer. This person will primarily oversee the Foundation's grantmaking and other efforts that help current and recent grantees strengthen their management and governance, and that build the region's capacity to support nonprofits. This is an exceptional opportunity for an individual with a strong interest in the organizational effectiveness of Greater Washington's nonprofit sector. Applications will be accepted until this position is filled.

#### **The Foundation**

The Meyer Foundation is one of the largest and most influential independent grantmaking foundations in Washington. Founded in 1944 by Eugene Meyer, owner and publisher of *The Washington Post*, and his wife Agnes E. Meyer, the Foundation currently has assets of \$145 million and a staff of 16. During the most recent fiscal year, it made 259 grants for \$6.5 million.

The Meyer Foundation's mission is to develop the Washington, DC, metropolitan area as a community by supporting effective nonprofit organizations that foster the well-being of all people in the region. The Foundation seeks to achieve its mission by identifying visionary and talented nonprofit leaders; making early and strategic investments in community-based nonprofit organizations; strengthening the organizational capacity of nonprofits; promoting a strong and influential nonprofit sector; building partnerships to foster the sector's work; and serving as a resource to other donors who want to make effective charitable investments in the region.

The Meyer Foundation makes grants in the following program areas: neighborhood development and housing; health; education; children, youth, and families; the arts and humanities; refugee and immigrant affairs; and law and justice. Besides these mission-specific areas, the Foundation also manages the nationally recognized Nonprofit Sector Advancement Fund, which, as described below, this program officer will oversee.

For more information about the Meyer Foundation, go to <http://www.meyerfoundation.org>.

## Principal Responsibilities

The overarching responsibility of the program officer is to oversee the Nonprofit Sector Advancement Fund, which provides grants, loans, and other programs to promote the organizational effectiveness of nonprofits in the Greater Washington region. Created in 1994 to commemorate the Foundation's 50<sup>th</sup> anniversary, the Fund currently has three components:

1. Management Assistance Program (MAP), which provides grants to current and recent Foundation grantees to strengthen their management and governance. Grants typically enable an organization to hire a consultant to help the group focus on strategic planning, financial management, fundraising, human resources, information technology, or board development.
2. Nonprofit Sector Strengthening Fund (NSSF), which provides grants to organizations that support the work of regional nonprofits. Recent grantees include the Nonprofit Roundtable of Greater Washington, the Maryland Association of Nonprofit Organizations, Technology Works for Good, and Washington Grantmakers. This Fund also serves as the Foundation's liaison to organizations that it supports through dues-paying membership, such as the Council on Foundations and Independent Sector.
3. Cash Flow Loan Program, which provides low-interest, short-term loans to grantees with temporary cash flow problems, such as an unanticipated delay in disbursement from another funder such as a government contractor.

The grants budget for the Management Assistance Program and the Nonprofit Sector Strengthening Fund is \$700,000. The Loan Program has a \$1 million revolving fund (which comes from the Foundation's assets and is not part of the grant-making budget).

The program officer will report to Albert Ruesga, vice president for programs and communications, and will work closely with the Foundation's four other program officers, communications specialist, and (for the Loan Program) vice president for finance and administration.

Responsibilities include:

- Managing the three NSAF programs and assisting in the development of new initiatives that advance the Foundation's organizational effectiveness work.
- Assessing proposals submitted by organizations for MAP and NSSF support, and shepherding the most promising proposals through an internal review process that includes consultation with other program officers, the vice president for programs and communications, the president, and the board of directors.
- Participating in regional and national organizations addressing issues in the areas of capacity building and organizational effectiveness. This participation is an important way for the Foundation to share its knowledge and extend its influence beyond grantmaking, and is an opportunity for the program officer to help lead important regional and national efforts as well as to stay up-to-date on important issues and trends related to capacity building.
- Taking the lead on developing and periodically revising criteria for grantmaking related to organizational capacity building to insure that the Foundation is investing in organizations that are effective in tackling important issues in the community.

- Being a resource for other donors in the region who might share an interest in the Foundation's work.
- Building a database of high-quality consultants that specialize in strategic planning, fundraising, information technology, financial management, governance, etc. who can be recommended to grantees seeking MAP support.
- Developing written materials related to the Foundation's grantmaking in capacity building that can be shared with a variety of external audiences, primarily through the Foundation's website.
- In partnership with the vice president for finance and administration, assessing requests for short-term loans from the Cash Flow Loan Program.
- Assisting in the development of programs to increase the organizational effectiveness expertise of grantmaking staff.

### **Desired Skills and Personal Characteristics**

The program officer should be:

- Deeply knowledgeable about nonprofit organizational development, capacity building, and organizational effectiveness.
- Familiar, through direct experience, with the ways that community-based nonprofit organizations deal with issues within organizational development such as strategic planning, information technology, financial management, fundraising, and governance.
- Instinctively strategic and entrepreneurial, with a strong desire to identify or create opportunities that the Foundation should pursue.
- Analytical. The program officer will have to assess proposals, read and interpret financial statements, and carry out other acts of due diligence to insure that the Foundation's limited budget is used most effectively.
- Well organized. The proposal review process includes a number of steps that must be carried out within an explicit schedule leading up to board meetings where staff recommendations get their final review.
- A first-rate writer, capable of reducing detailed proposals to concise documents for staff and board review, and of writing summaries of approved grants for the Foundation's website and other media.
- Warm and wise. The Foundation is a small organization made up of people who work collegially, and it has a reputation for "going the extra mile" for nonprofits in the community. The program officer must have personal qualities and a work style that ensure that the internal atmosphere remains open, friendly, and highly effective, and that inspire the trust and respect of colleagues and other constituents.

### **Desired Experience**

The ideal program officer will have at least five years of relevant and significant experience in nonprofit organizational development, ideally via hands-on management experience with community-based organizations. Experience as a consultant to a diverse set of community-based

nonprofits is also valuable. Knowledge of the Washington, DC, region is valuable, but not required.

### **Compensation**

The starting salary will be \$65,000 to \$75,000, depending on knowledge, skills, and experience. The Meyer Foundation offers generous benefits and a working atmosphere that is family-friendly.

### **To Apply**

Please **e-mail** (or mail) a cover letter, resume, and three-year salary history (which will be held in strict confidence) to:

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(attached files in MS Word only)

(This job announcement can also be found at [www.SlesingerManagement.com](http://www.SlesingerManagement.com).)

*The Meyer Foundation is an Equal Opportunity Employer.*