

(This search was completed in October, 1999, with the appointment of Gabriel Works, Program Officer at the Frey Foundation in Grand Rapids, Michigan.)

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Job Announcement

Charles Stewart Mott Foundation Associate Program Officer, Civil Society Program (Posted: June 29, 1999)

The Charles Stewart Mott Foundation is looking for a bright, energetic professional who has a strong interest in the future of the nonprofit sector and philanthropy in the United States and overseas. The Foundation invites applications from and nominations of candidates with the skills and experience described below. The application deadline is August 10.

This job announcement can also be found at www.SlesingerManagement.com.

The Foundation

The Charles Stewart Mott Foundation is one of the largest grant-making foundations in the United States. Based in Michigan, it has assets of approximately \$2.5 billion and a staff of 86. In 1998 the Foundation made 550 grants for \$88 million.

The mission of the Mott Foundation, which was created in 1926 by Charles Stewart Mott, a General Motors pioneer and community leader, is “to support efforts that promote a just, equitable, and sustainable society.” To carry out this mission, the Foundation makes grants in four broad programs—Environment, Poverty, Flint, and Civil Society.

The Civil Society Program

The Civil Society Program’s objectives are to strengthen citizen and nonprofit sector engagement in support of free and pluralistic democratic societies, and to seek effective ways to improve race and ethnic relations. The Program’s geographic focus is the United States, Central and Eastern Europe, Russia, South Africa, and the global level.

The new Associate Program Officer, along with a Program Officer, will be responsible for two grant-making priorities within the Civil Society Program—**the United States Nonprofit Sector** and **the Global Nonprofit Sector**.

In 1998, the United States Nonprofit Sector program area accounted for 27 new grants totalling \$2.1 million, and the Global Nonprofit Sector accounted for 18 new grants totalling \$2.2 million. Recent grantees include the Council of Michigan Foundations, the Foundation Center, INDEPENDENT SECTOR, the National Center for Nonprofit Boards, the Women’s Funding

Network, CIVICUS, the Association of Community Trusts and Foundations (in the United Kingdom), the European Foundation Centre, and the Mexican Center for Philanthropy.

Over the next several years, the Foundation's grant-making in the U.S. Nonprofit Sector will place special emphasis on improving the governance and accountability of nonprofit organizations; increasing and diversifying resources for nonprofit organizations, including strengthening community foundations; and strengthening nonprofit and philanthropic membership organizations.

The Global Nonprofit Sector program area focuses on the development of the nonprofit sector and philanthropy internationally, but outside of the Foundation's two geographic priority areas of South Africa and Central/Eastern Europe and Russia, which are handled by other Civil Society Program staff. The Global program area's grant-making will focus on increasing and diversifying resources for nonprofit organizations, principally through the development and support of community foundations; strengthening global and regional nonprofit sector and philanthropy membership organizations; and advancing nonprofit sector information sharing and skills transfer among the Foundation's priority geographic regions.

More information about the Mott Foundation and the Civil Society Program can be found at the Foundation's website, www.mott.org.

Principal Responsibilities of the Associate Program Officer

An Associate Program Officer has many of the same responsibilities as a Program Officer. Both review and evaluate grant requests, travel to see the work of grantees in the field, make recommendations to the Foundation's Vice President for Programs and to the President on which proposals should be funded, and monitor the progress of approved grants. Both also identify and explore new funding opportunities that will support the Foundation's policy objectives in the Civil Society Program, and make periodic presentations to the Foundation's President and Trustees on program accomplishments. The principal difference is that the Associate Program Officer is at an earlier stage of his or her career, and can benefit from the opportunity to serve as a deputy to a more experienced Program Officer.

The overarching responsibility of the Associate Program Officer is to recommend grants that will enable the Foundation to meet the objectives of the U.S. and Global Nonprofit Sector program areas. Since the number of nonprofit organizations that seek funding will always exceed the financial resources of the Foundation, the Associate Program Officer has the challenging task of identifying which organizations should receive support from the Mott Foundation, and how much money each grant recipient should receive.

To be a successful grant-maker, the Associate Program Officer is responsible for identifying the most appropriate organizations, people, and projects that will help the Foundation carry out its policy objectives; responding to the many inquiries and proposals that come to the Foundation requesting grant support; meeting with potential grantees to help them develop proposals; evaluating formal proposals; making grant recommendations to the Foundation's senior management; reviewing grantee reports; and evaluating what grant recipients accomplish with Mott funds.

Beyond this important work with specific organizations that seek grant support, the Associate Program Officer is also responsible for identifying and following key developments in the nonprofit sector. To do this, the Associate Program Officer needs to read vast amounts of books, reports, and articles, and attend many conferences and meetings. This need to be fully informed also gives the Associate Program Officer an opportunity to speak at conferences and write about important developments in the nonprofit sector.

Finally, the Associate Program Officer will have many opportunities to collaborate with other members of the Civil Society Program team.

Desired Skills and Characteristics

To be successful in this new position, the Associate Program Officer must be:

1. **Bright and analytical.** The Associate Program Officer must be able to understand and synthesize large amounts of information, identify the best opportunities for the Foundation to accomplish its objectives, and assess the ability of organizations to put Mott funds to effective use.
2. **A superb writer and speaker.** To get grant recommendations approved by senior management and the board of directors, the Associate Program Officer must be able to write clear, concise, and persuasive documents. The Associate Program Officer also must be able to speak effectively at public events such as conferences.
3. **Highly organized.** To turn grant requests into approved grants in a timely manner, the Foundation has a process that revolves around regularly scheduled board meetings and meetings of the senior management team. The Associate Program Officer must be able to consistently meet the many deadlines that this process imposes.
4. **Willing to travel frequently.** To meet with potential grantees, to track the progress of approved grants, and to attend conferences and meetings to keep up-to-date on developments in the nonprofit sector, the Associate Program Officer must be able to travel approximately 75 to 100 days a year. Most of the travel will be trips within the United States lasting 2 to 4 days.

Desired Experience

The Associate Program Officer should have the following experience:

1. At least 5 years professional experience in the United States. Direct experience making grants, raising grant funds, or working at a community foundation is especially useful.
2. Demonstrated commitment to the goals and values of the Civil Society Program.
3. Demonstrated understanding of the U.S. nonprofit sector, preferably with experience in the priorities listed above (governance and accountability, community foundations and other means of generating more financial resources for the sector, and nonprofit membership organizations).
4. A degree of non-U.S. experience since an important component of the position involves international organizations. No foreign language skill is required, but fluency in Spanish would be useful.

It is important to emphasize that a large part of the job will deal with the nonprofit sector in the United States. Although the Associate Program Officer will work on international issues and travel overseas from time to time, this position is **not** suited for a person whose career to date has been overwhelmingly international and whose aspirations continue to be global. Experience with the U.S. nonprofit sector is essential.

About Michigan

The Mott Foundation is based in Flint, Michigan. Flint and the surrounding area of southeastern Michigan are rich in educational, cultural, and recreational resources. Within an easy commute of the Foundation's headquarters are the communities of Ann Arbor, the northwestern suburbs of Detroit, and Lansing.

Compensation

Salary will be commensurate with experience and qualifications. Compensation also includes a comprehensive benefits package.

To Apply

Please send a cover letter, resume, and three-year salary history by August 10 to:

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