



POSITION DESCRIPTION: ASSOCIATE PROGRAM OFFICER

ORGANIZATION:

Established in 1980, the **Leon Levine Foundation** (TLLF) supports nonprofits in North and South Carolina that specialize in education, healthcare, human services, and Jewish values. Now with more than \$1.5 billion in assets, The Leon Levine Foundation continues to grow and is one of the largest private foundations in the country. Based in Charlotte, N.C., the Foundation invests in nonprofits with strong leadership, a track record of success, and a plan for financial sustainability. Through its investments, the Foundation empowers underserved Carolinians to self-sufficiency and strengthens the Jewish community.

OPPORTUNITY:

Every day, you will be surrounded by smart, motivated, collaborative teammates with varied life experiences who have been successful in other industries and decided to dedicate their working years to lifting up others. Come join some of the most dedicated philanthropists in the region in a traditional yet dynamic setting. After celebrating TLLF's first 40 years of giving, join the team as the Foundation looks forward to many more decades of impact at one of the largest private grantmaking foundations in the mid-Atlantic.

TLLF seeks employees from diverse backgrounds, faiths, and life experiences to join the team. The Foundation strives to create an equitable workplace where all good ideas rise to the top. For more information, please visit www.leonlevinefoundation.org.

REPORTS/RELATIONSHIPS:

This position will report to the Senior Program Officer - Education and will support the Education and Healthcare program teams throughout the grantmaking process.

FUNCTIONS:

The Associate Program Officer will support the Education and Healthcare program teams in planning, implementation and evaluation of the foundation's grants. This role involves coordinating activities, managing relationships with stakeholders, and ensuring that projects align with the Foundation's mission and objectives.

Specific duties will include, but not necessarily be limited to:

- **Proposal Review & Grant Evaluation for Operating Grants**
 - Review and assess grant applications for alignment, feasibility, and potential impact.
 - Conduct due diligence, including financial and organizational analysis of applicants.
 - Conduct site visits as needed to grantee organizations to assess progress and effectiveness.
 - Monitor grant performance through reports, meetings, and evaluations.

- Serve as the primary evaluator of general operating grants including making recommendations for increased or decreased funding on individual grants.
- Grantee Relationship Management for Operating Grants
 - Serve as the main point of contact for grantees with respect to operating grants, providing guidance and support.
 - Foster strong partnerships with nonprofit organizations to ensure successful grant implementation.
 - Identify opportunities for grantee capital projects, capacity building and potential strategic initiatives.
- Assist in the Development and Execution of Mission Area Plans
 - Maintain communication with program partners, beneficiaries, and other stakeholders to ensure effective collaboration.
 - Conduct research to inform program development and identify best practices.
 - Prepare and edit correspondence, reports, presentations, and other documents.
 - Support program team in strategic grant efforts.
 - Stay informed about trends, best practices, and challenges in the foundation's focus areas.
- Assist the Program Teams in Cross-Foundation Collaboration
 - Work closely with the Research & Evaluation Team to analyze data, identify trends, and ensure grantmaking strategies are evidence-based and aligned with measurable impact goals.
 - Partner with the Impact Investment Team to explore funding mechanisms beyond traditional grants, such as program-related investments (PRIs) or mission-related investments (MRIs).
 - Facilitate knowledge-sharing between departments to integrate insights from research, grantee performance, and financial investments into program strategies.
 - Collaborate with finance, communications, and leadership teams to align storytelling, financial oversight, and strategic direction across the foundation.

QUALIFICATIONS:

- Bachelor's degree in a relevant field (e.g., public policy, social sciences, business, education, health care, or related disciplines)
- Minimum of 5 years of experience in grantmaking, program management, philanthropy, public policy, education, healthcare or a related field.
- Commitment to the Foundation's goals, vision and mission.
- Excellent written and verbal communication skills.
- Flexibility and adaptability in dealing with a variety of assignments, people and resources are essential.
- Strong organizational and time-management skills with the ability to multi-task and prioritize tasks effectively.
- Exceptional attention to detail and problem-solving skills.
- Understanding of foundation regulations, IRS 501(c)(3) requirements, and grant compliance.
- Basic financial literacy to evaluate budgets, financial reports, and funding proposals.
- Ability to work independently and as part of a team in a fast-paced environment.
- Strong interpersonal and communication skills to engage with grantees, funders, community leaders, and internal teams.
- Positive attitude, tactfulness, punctuality, and committed to a high-quality of work.

- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with Salesforce or other CRM databases and/or project management applications.

BENEFITS

- Competitive salary, bonus, and discretionary grant pool
- Eligible for review and performance-based compensation adjustment each June 30
- 401(k) with a 5% company match
- Employee Health Insurance (75% employer paid premiums)
- Employee fully paid dental, disability, and life insurance
- 15 days of annual leave, prorated for the first year and increases with continued employment, along with 10.5 paid holidays and paid sick leave.
- Discretionary Grant Allocation
- Lifestyle Spending Account
- Opportunity to work on meaningful projects that make a real difference in the world.
- Collaborative and supportive work environment
- Professional development opportunities