



POSITION DESCRIPTION: PROGRAM OFFICER

ORGANIZATION:

Established in 1980 by Leon Levine, founder and former chairman of Family Dollar Stores, Inc., **The Leon Levine Foundation** (TLLF) empowers underserved Carolinians to be self-sufficient and strengthens Jewish communities.

Based in Charlotte, N.C., the Foundation creates impact through grants and investments across North and South Carolina, supporting both long-standing community partners and focused strategic initiatives. The Foundation is on a time-bound mission to strengthen children and families, build strong futures for hardworking adults, and cultivate vibrant Jewish communities. Guided by Mr. Levine's vision, the Foundation's philanthropy is anchored in four enduring areas of impact: education, healthcare, human services, and Jewish values.

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.

FUNCTIONS:

The **Program Officer** (PO) manages a portfolio of grants and strategic initiatives within one of TLLF's mission areas. Working under the direction of the Program Director, the PO is responsible for identifying high-impact opportunities, conducting due diligence, managing relationships with grantees, and monitoring grant performance.

This role requires strong analytical and relationship-management skills, along with the ability to apply disciplined judgment in assessing financial, organizational, and strategic aspects of potential investments. The Program Officer collaborates closely with the Research & Evaluation, Investments, Information Management, and Communications teams to ensure that grantmaking decisions are data-informed and aligned with the Foundation's broader strategic priorities. The PO is expected to work independently while contributing to a cohesive, collaborative team environment that values precision, learning, and results.

KEY RESPONSIBILITIES:

Strategic Leadership, Direction & Team Development

- Support the Senior Program Officer in implementing mission area strategies and annual work plans.
- Contribute to team discussions and planning sessions that shape program priorities.
- Provide mentorship and guidance to the Associate Program Officer and Program Assistant as needed on specific projects.

- Maintain a proactive, solutions-oriented approach that contributes to team efficiency and cohesion.

Program & Portfolio Strategy, Design & Implementation

- Manage a portfolio of grants and initiatives aligned with the Foundation's human services priorities.
- Support the development of new strategies and initiatives, including landscape scans, concept design, and feasibility analysis.
- Analyze opportunities using both qualitative and quantitative data to assess alignment, leverage, and sustainability.
- Track progress of initiatives and identify areas for improvement or additional investment.

Grantmaking, Due Diligence & Performance Management

- Conduct comprehensive due diligence on prospective grantees, including financial analysis, governance review, and risk assessment.
- Prepare detailed grant summaries, recommendations, and performance expectations for internal review.
- Monitor active grants through progress reports, calls, and site visits, ensuring performance data and learnings are captured accurately.
- Identify trends across the portfolio and propose adjustments to enhance impact and effectiveness.

Research, Evaluation & Learning Integration

- Partner with the Research & Evaluation team to ensure that grant design and monitoring frameworks are evidence-based.
- Analyze outcomes and identify lessons learned from completed grants or initiatives.
- Translate findings into actionable insights for future strategy and portfolio refinement.
- Contribute to cross-team learning discussions and internal reports summarizing program progress.

Stakeholder, Grantee & Partner Engagement

- Serve as the primary contact for assigned grantees, maintaining strong, transparent, and supportive relationships.
- Represent the Foundation in meetings, convenings, and collaborative discussions within the human services area.
- Identify new partnership opportunities that align with the Foundation's strategic goals.
- Promote open communication and trust between the Foundation and grantees.

Cross-Foundation Collaboration & Organizational Integration

- Work closely with the Research & Evaluation, Investments, Information Management, and Communications teams to ensure consistency in data, reporting, and storytelling.
- Provide input to Foundation-wide initiatives and special projects as needed.
- Support preparation of materials for Board and executive review.
- Contribute to improving internal systems and workflows related to grantmaking.

Communication, Thought Leadership & Field Building

- Draft memos, reports, and briefings that summarize grantee performance and highlight emerging insights.

- Contribute to internal and external communications that strengthen the Foundation's learning culture.
- Represent the Foundation in professional forums, demonstrating credibility and alignment with organizational standards.

Compliance, Risk Management & Continuous Improvement

- Ensure all grants adhere to internal policies, legal requirements, and best practices in philanthropy.
- Identify and communicate potential risks or compliance concerns promptly.
- Support continuous improvement by identifying opportunities to streamline processes and strengthen efficiency.

Administrative, Operational & Logistical Support

- Maintain accurate and timely data entry within CRM systems (e.g., Salesforce).
- Track key grant milestones and coordinate submission deadlines.
- Support meeting logistics, scheduling, and document preparation as needed.
- Ensure all records are well-organized and accessible for internal and audit review.

QUALIFICATIONS:

Education & Experience

- 6+ years of professional experience in philanthropy, nonprofit management, consulting, business, or public policy.
- Bachelor's degree required; advanced degree preferred in public policy, social sciences, nonprofit management, or mission-related fields.
- Demonstrated experience managing or evaluating programs, grants, or investments.
- Strong analytical background, including familiarity with financial analysis and performance metrics.
- Experience coordinating projects or partnerships across multiple stakeholders.

Skills & Competencies

- Strong critical thinking and analytical skills.
- Clear and professional written and verbal communication.
- Ability to evaluate complex information and synthesize insights concisely.
- Strong organizational and project management skills with attention to detail.
- Proven ability to manage multiple priorities effectively.
- Comfort working with financial data and quantitative analysis.
- Collaborative mindset and ability to build productive relationships with colleagues and grantees.
- Proficiency in Microsoft Office Suite and CRM systems (Salesforce preferred).
- Adaptability and initiative.

Other Requirements

- Willingness and ability to travel to external meetings and convenings.
- Deep alignment with the Foundation's mission, vision, values, and commitment to impact.

Benefits

- Competitive salary, bonus, and discretionary grant pool
- Eligible for review and performance-based compensation adjustment each June 30
- 401(k) with a 3% contribution and a 5% company match
- Employee fully paid health insurance, dental, vision, disability, and life insurance
- 20 days of annual leave, prorated for the first year and increases to 25 days after 2 years of service, along with 10.5 paid holidays and paid sick leave.
- Student Loan Repayment of \$100 per month, up to \$1,200 yearly with a \$10,000 lifetime max
- Lifestyle Spending Account
- Financial Wellness opportunities
- Opportunity to work on meaningful projects that make a real difference in the world.
- Collaborative and supportive work environment
- Professional development opportunities

The Leon Levine Foundation supports an environment that is free of harassment and retaliation and does not discriminate on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other status protected by federal, state, or local laws.