

**POSITION ANNOUNCEMENT:** Program Officer

**LOCATED IN:** Winston-Salem, North Carolina

## BACKGROUND

Z. Smith Reynolds Foundation is a statewide, private, family foundation dedicated to improving the quality of life for all North Carolinians. The Foundation was established in 1936 as a memorial to Z. Smith Reynolds, the youngest son of R.J. Reynolds. For more than eighty years, the Foundation has been engaged in forward-thinking philanthropy with contributions of \$589 million in North Carolina.

In June 2018, the Foundation announced **All For NC: Z. Smith Reynolds Foundation's Framework for Grantmaking and Learning**. This grantmaking framework aligns with the Foundation's mission and core values to:

- Support a network of organizations that are working to affect change through a **State-Level Systemic Change Strategy**;
- Create more connections between people, places, organizations and sectors who are working to impact the communities in which they live through a **Community-Based Strategy**; and
- Remain open to bold, unconventional or higher-risk ideas that have transformative potential through an **Exploratory, Visionary Ideas Strategy**.

Alongside these three main strategies, the Foundation also has expressed its commitment to:

- Augment its participation in its hometown of Winston-Salem/Forsyth County,
- Use a racial equity lens to underpin all of its work, and
- Continue to be a learning organization.

The intent of the Foundation's Framework for Grantmaking and Learning is to provide different strategies that meet people and communities where they are, as well as to break down the silos of our traditional focus areas, allow more flexibility in our grantmaking, and provide multiple entry points for potential applicants. The Foundation recognizes that not all the work that is funded will fit neatly into these three strategies; rather, there is work that lives in between them. Therefore, the Foundation wants to remain flexible to foster those areas of intersection.

## PROGRAM OFFICER POSITION DESCRIPTION

The Foundation is hiring a Program Officer to support the strategies set forward in this grantmaking framework. An understanding of and experience working on environmental matters impacting North Carolina is preferred. The Program Officer role includes developing effective strategies for the Foundation to facilitate positive change, analyzing grant applications, helping develop organizational

capacity, and evaluating the effectiveness of the Foundation's past grantees. The Program Officer's work will help to inform the final grant decisions made by the Foundation's Trustees.

## QUALIFICATIONS

The successful candidate will be visionary, strategic, analytical, intellectually curious, resilient, detail oriented and understand systems-change. S/he must be adept at building solid relationships and understand power dynamics and how they influence community problem-solving. The individual selected will possess facilitation, collaboration, convening, and organizing skills and be able to bring various stakeholders together with diverse backgrounds, opinions and experiences. S/he will share the Foundation's core values and commitment to racial equity.

Minimum requirement of a bachelor's degree from an accredited college, with an advanced degree preferred. Five years of related work experience is desired.

Exceptional writing and communication skills are required, along with the ability to assimilate information quickly, work under pressure and meet deadlines. A fundamental knowledge of the State of North Carolina, humility, self-confidence and a sense of humor are essential.

The position is based in Winston-Salem, North Carolina and requires extensive statewide travel.


## APPLICATION PROCESS

Armstrong McGuire & Associates, based in Raleigh, NC, is conducting this search in partnership with ZSR's leadership team. To apply, click on the link to the **Program Officer** position profile at [ArmstrongMcGuire.com/apply](https://ArmstrongMcGuire.com/apply). You will see instructions for uploading your cover letter, resume, and three professional references. Please provide all requested information to be considered. In case of any technical problems, contact [beth@armstrongmcguire.com](mailto:beth@armstrongmcguire.com).

The salary range is competitive, based upon the candidate's level of knowledge, education, skill and experience. The Foundation provides an exemplary benefits package.

The deadline for applications is August 15, 2019 with final selection scheduled for early September 2019.

*Z. Smith Reynolds Foundation is an equal opportunity employer and welcomes applications from people of all races, genders, religions, ethnicities, nationalities and sexual preferences.*

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