Organizational Overview
For over 25 years, the Allegheny Regional Asset District (RAD) has invested in Allegheny County's quality of life through financial support of public libraries, parks and trails, regional attractions, arts and cultural organizations, sports and civic facilities, public transit, and local municipal services through an additional, countywide one percent sales and use tax. Since its inception, RAD has resulted in over $4 billion invested in the region. RAD seeks a Program Officer / Grant Manager.

Summary
The position reports to the Executive Director and is an essential part of RAD's grant-making process. Working closely with the RAD board and staff, the Program Officer/Grant Manager is the key liaison for funding applicants. The successful candidate will be highly motivated, collaborative, deliberative, and congenial, with well-developed writing, communication, analytical, and organizational skills. This position entails independent and team work, and requires flexibility, precision, patience, efficiency, discretion, and good sense of humor. The ability to review, summarize, and communicate (both orally and in writing) complex non-profit funding requests are hallmarks of this position.

Position Details
Key responsibilities and duties include, but are not limited to:

Working with Applicants
- Provide support to current and potential grantees, ensuring eligibility, application, and reporting protocols are understood and executed.
- Participate in site visits and meetings to discuss and evaluate funding for prospective/current projects.
- Participate in grantees’ public presentations on programs, including attendance at funded organizations’ board meetings as assigned.
- Provide technical assistance to applicants as needed.

Reviews & Recommendations
- Review and summarize funding requests in writing.
- Review and approve payment request forms and supporting documentation for eligibility of costs within established program guidelines.
- Review project audits for compliance and initiate appropriate corrective action if needed.
- Review and recommend revisions/updates to program guidelines, materials, processes, and procedures.
- Make initial recommendations on program applications for eligibility under established guidelines.
Reporting & Documenting
• Prepare and distribute contract documents and appendices for various programs.
• Prepare and maintain a complete list of open/active projects for regular follow-up and review.
• Prepare progress/accomplishment reports as requested.
• Input, maintain and retrieve data and reports from program specific databases.
• Work closely with staff in the preparation of annual budget books and reports.

Qualifications
The ideal candidate will be self-motivated, highly organized, and detail-oriented with three to six years of experience working in the non-profit or grant-making sector. Experience in or knowledge of government or foundation environments would be particularly valuable, though not necessary. Bachelor’s or Master’s Degree preferred.

Applicants should possess:
• Demonstrated experience with the above duties
• Excellent communication skills, both orally and in writing
• Proficiency in Microsoft Office tools, including Outlook, Word, Excel, PowerPoint, Access
• Knowledge of and ability to learn general database and technology applications
• General understanding of non-profit budget analysis
• Great interpersonal skills and a polished, professional attitude
• The ability to multi-task, prioritize, work efficiently and effectively, and meet tight deadlines
• The ability to work both independently and collaboratively
• A great sense of humor

Compensation
This is a full-time position with a salary range starting at $55,000, negotiable depending on experience, and comprehensive benefits package including medical, dental, and vision insurance and general time-off benefits including holiday, vacation, personal, and sick days.

To Apply:
Interested candidates should email a resume and cover letter describing your fit for the position and salary requirements to the Executive Director at rh@radworkshere.org. Submission deadline is December 11, 2020. Position is currently available.

Allegheny Regional Asset District (RAD) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity, sex, national origin, disability, or protected veteran status.