



MORGAN FAMILY FOUNDATION

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Assignment Scope of Services: End of Life Program Officer

Updated: April 21, 2021

The Organization: The Morgan Family Foundation exists to improve the human condition. Since our creation in 2003 by Lee and Vicki Morgan, the Foundation has contributed over \$37 million in grants for a variety of charitable purposes, primarily in Yellow Springs, Ohio and St. Cloud, Minnesota. In 2020, the Foundation began to transition its grantmaking to focus on several specific program areas: social equity in St. Cloud, global warming in Minnesota, and end-of-life issues in central Minnesota. In addition, the Foundation is exploring how to further leverage our invested assets to align with our purpose and programmatic interests, beyond our current \$5 million impact commitment. The Foundation is governed by a board of nine members located across the country, most of whom are family, and the staff of three is based in Yellow Springs, Ohio. Historically, program officers who work extensively with nonprofit grant partners have been based in the communities in which their grant partners are located. The Foundation donates approximately \$2 million a year. The budget for end of life grants in central MN is estimated at \$150,000 for 2021.

Summary: The End of Life Program Officer (part time) is responsible for conducting the Morgan Family Foundation's activities to address end-of-life issues, initially focused on central Minnesota. The primary responsibility is to refine and execute the Foundation's end of life grantmaking strategy. The program officer is responsible for investigating, evaluating, and recommending grant requests; monitoring grants; evaluating grant results; and sharing overall learnings and impact. The position will serve as a credible source of information on end-of-life issues, including but not limited to advance care planning, medical issues around end-of-life, care of the elderly, and faith and spirituality surrounding end-of-life issues. The position will also represent the Foundation at various meetings concerning end-of-life issues. This is a part-time assignment with variable hours based on the Foundation's grant cycle(s) and other planned activities. This assignment is primarily accountable to the executive director.

Responsibilities:

Grantmaking

- Serve as a source of information and insight relevant to funding needs and opportunities in end of life issues, as well as those impacting assigned grantees
- Assist the End of Life Subcommittee in refining the Foundation's grant strategy and process for the end of life portion of the Foundation's total grantmaking
- Work with Foundation staff to prepare agenda and related materials in advance of End of Life Subcommittee meetings, and afterwards review and finalize Subcommittee Meeting Notes
- Solicit and investigate grant requests related to end of life issues, conduct site visits, and collect all relevant information necessary for a thorough review of grant proposals
- Evaluate grant requests including analyzing financial data, sources of funding, organizational goals and plans, and other relevant data
- Prepare summary of assigned grant proposals, recommend action, and present recommended actions to the End of Life Subcommittee and/or Board of Directors as appropriate

- Work closely with support staff to ensure timely and accurate preparation of grant reports for the End of Life Subcommittee and/or Board of Directors
- Notify grant applicants of the Foundation’s funding decisions in a timely and respectful manner, in writing and/or verbally as appropriate
- Communicate with grantseeking organizations to assist in their preparation of grant proposals; provide technical assistance to grantees or recommend helpful resources as appropriate
- Monitor performance and progress of organizations receiving grants from the Foundation, including review of interim and final grant reports, sharing results with the Subcommittee, Grants Committee and/or Board, and recommending appropriate action to the executive director
- Develop and maintain relationships with funded nonprofit organizations that are effective and respectful
- Seek opportunities to increase subject matter expertise in end of life issues and enhance effectiveness in grant evaluation by participating in activities to develop skills and knowledge, including seminars, conferences, ongoing professional reading and networking
- Develop and maintain relationships with other funders addressing end of life issues, especially in Minnesota, to exchange information and seek opportunities for collaboration
- Represent the Foundation at various meetings related to end of life issues such as those that may involve other funders, nonprofit organizations, and community leaders
- Assist with special projects as requested

Desired Qualifications/Experience:

- Required: Familiarity and first-hand knowledge of end of life issues, with central Minnesota as the preferred context
- Required: Excellent communication skills, both written and oral
- Required: Excellent people skills, including the ability to work effectively and respectfully with the board, staff, representatives of nonprofit organizations, community members and professional colleagues
- Bachelor’s degree; advanced degree a plus
- Minimum of three years’ work experience as a professional grantmaker, in the nonprofit sector (nonprofit charitable board service qualifies), or in the public service arena (policymaking, regulation, or administration)
- Strong qualitative and quantitative analytical skills, including financial analysis
- Proficient in Microsoft Office (including Outlook, Word, PowerPoint and Excel); ability to learn and maintain proficient knowledge of Foundation-specific systems including grant application and management software as appropriate; proficient with videoconferencing applications such as Zoom
- Intellectually curious, resourceful, self-motivated and able to work independently
- Aptitude for organizing tasks, managing time and prioritizing projects with a keen attention to detail
- Demonstrated ability to maintain confidentiality and a high level of integrity
- Once deemed safe, car and possible air travel
- Strong preference for candidates residing in central Minnesota

The pay range for this part-time independent contractor position is \$19,000-\$26,000 based on experience and qualifications.

To Apply: Qualified and interested candidates should send a cover letter, resume and three references to job@morganfamilyfdn.org with “End of Life Program Officer” in the subject line. Invitations for initial interviews will be extended to select applicants beginning in early to mid-May.