

THE ARTHUR M. BLANK FAMILY FOUNDATION

Program Officer

BACKGROUND

The mission of The Arthur M. Blank Family Foundation (AMBFF) is to promote positive change in people's lives and to build and enhance the communities in which they live. The Foundation has an especially strong interest in supporting innovative endeavors leading to better circumstances for low-income youth and their families. Founded in 1995 by Arthur M. Blank, owner and CEO of the Atlanta Falcons and co-founder of The Home Depot, the Foundation enables Arthur Blank to share his civic values and the joy of giving with his family. Through his generosity, the foundation has granted over \$250 million to various charitable organizations. The Foundation currently has an annual grant budget of approximately \$10 million, focused primarily in Atlanta and Georgia and is a recognized leader in the Georgia philanthropic community.

A relatively young and nimble foundation, it seeks to identify issues of importance to the communities it serves and develop innovative solutions. The Foundation values collaboration, diversity and innovation and strives to leverage its resources to ensure that ideas achieve scale and sustainability.

The Foundation is proud to be part of The Arthur M. Blank Family of Businesses, which embraces certain critical values in the conduct of its work. Every associate understands and embraces these values as cornerstones to personal conduct and professional success. They are:

- **Put People First:** Demonstrate understanding that people are the center, the heartbeat of any successful enterprise.
- **Listen and Respond:** Listen to internal and external customers to understand what they need.
- **Include Everyone:** Our individual differences make our organization more valuable. Value diverse ideas, experiences, skills, work styles and backgrounds.
- **Innovate Continuously:** Constantly seek new ways to improve results and move above and beyond what seems possible.
- **Lead by Example:** Demonstrate an entrepreneurial spirit that supports our culture and vision.
- **Give Back to Others:** Recognize that the well-being of business cannot be separated from the well-being of society.

The Foundation also supports the charitable activities of the Blank Family of Businesses, including the Atlanta Falcons Youth Foundation, the Mountain Sky Guest Ranch Fund, the Paradise Valley Pop Stand and the PGATOUR Superstores.

POSITION DESCRIPTION

Reporting to the Foundation President, the Program Officer works closely with internal colleagues to build a grant portfolio that reflects the trustees' dynamic interests and advances the Foundation's goals of improving the lives of individuals. The Program Officer is responsible for developing, monitoring and managing a grants portfolio across multiple program and issue areas that achieves the strategic objectives of the Blank Foundation. He/she works hand in hand with grantees and partners to foster positive results and ensure significant impact. He/she will embody the Foundation's commitment to collaboration, maintaining strong, authentic relationships with grant seekers and grantees. The Program Officer will act as a spokesperson for the Arthur M. Blank Family Foundation and the issues the Foundation supports. He/she is a self-starter, who can proactively generate entrepreneurial approaches that use all of the Foundation's resources to produce change in the strategic focus areas. Ultimately, we are seeking an individual who is inspired, as we are, by making investments that will immediately touch the lives of children and families in greatest need. At the same time, to secure lasting benefits, this individual is driven to uncover pioneering ideas and opportunities for investment that will shape the region's future.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops solid, generalist level knowledge of all Foundation strategic focus areas.
- Works proactively with applicants and grantees to develop proposals that enable nonprofit partners to execute programs within the Foundation's strategic focus areas.
- Reviews and evaluates grant applications and participates in grant review and decision making.
- Develops and manages relationships with nonprofit, philanthropic, business and government leaders working in Foundations strategic focus areas.
- Manages ongoing grant/grantee relationships with a wide range of organizations.
- Monitors, assesses and reports on the effectiveness of the programs and recommends and executes needed remedies with guidance and direction of Foundation President.
- Builds strong, supportive team dynamics with other staff throughout AMB Family of Businesses.
- Maintains appropriate level of expertise and understanding of subject areas being funded; stays informed on changes and trends in the field.
- Identifies, tracks, and analyzes trends, legislation, and changes in related public policy at the local, state and national levels.
- Maintains a visible role in the community and actively represents the Foundation at a range of public and private meetings and events.
- Prepares and delivers clear and accurate oral and written presentations.
- Works with trustees as needed on specific issues.

QUALIFICATIONS

- Bachelor's degree required; graduate degree strongly preferred.
- A minimum of five years of relevant professional experience.
- Understanding of and experience with community-based nonprofit organizations.
- Knowledge of nonprofit financial management practices and indicators, including budgets, cash flow and financial statements.
- Understanding of entrepreneurial grant development.
- Prior grant making experience would be an advantage but is not required.

CAPABILITIES

- High degree of flexibility and adaptability.
- Ability and eagerness to take on new projects, shift gears and perform with a sense of urgency.
- Ability to maintain cooperative, supportive and productive relationships with other members of the Foundation's staff and trustees, grantees, community members and other funders and to work well as a team player across all branches of the AMB Family of Businesses.
- Demonstrated understanding of strategies to advance innovation and measure impact.
- Strong track record of creative problem solving and resourcefulness.
- Impeccable integrity and ethical standards.
- Excellent interpersonal, written and verbal communication skills with the ability to communicate effectively at all levels of the organization.
- Ability to organize and prioritize tasks and work independently.
- High attention to detail with the ability to rise above the detail to make timely decisions.
- Ability to appreciate diverse perspectives, work with diverse groups and exercise excellent judgment.
- Ability to represent the Foundation in public and community settings, to make presentations and to communicate effectively with grantees, partners, media and other stakeholders.
- Proficiency with MS Office (Word, Excel, PowerPoint, Outlook)
- Knowledge of MicroEdge Gifts preferred.

OCCUPATIONAL DEMANDS

This position requires considerable time spent at the computer. It also requires driving, occasional travel and participation in evening and weekend activities.