



# Position Profile

## Program Officer

### Fred C. and Katherine B. Andersen Foundation

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#### Background

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The Fred C. and Katherine B. Andersen Foundation (Foundation) is a leading philanthropic organization located in Bayport, MN. With over \$60M of annual grantmaking, we are committed to making a significant impact through our various programs and initiatives.

The Foundation was established in 1959 on the core value that charitable grantmaking advances and builds thriving communities. The founders believed in the importance of helping the underserved, under-resourced and in being a quiet leader in building healthy, strong communities.

Building on our 65-year history, the Foundation is in a time of growth as we build infrastructure and capabilities to meet the needs of the community and support organizations. We are seeking a Program Officer to join the team and partner with the President and Board to refine the programs and growth strategies. This position will be instrumental in the development of strategic grantmaking, in addition to managing our grants portfolios and collaborating with grantees.


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#### Organization Overview

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The **Mission of the Foundation** is to provide resources to nonprofit organizations that build thriving communities and improve the quality of life primarily in the St. Croix Valley geographic region of Minnesota and Wisconsin.

**History and Background:** The Foundation, guided by a Board of Directors, has honored the vision of the founders; played a vital role in supporting organizations and areas of community need; and quietly advanced philanthropy, primarily in the St. Croix Valley region in Minnesota and Wisconsin and beyond. Over the past 10-15 years the Foundation's assets have grown and now represent a significant resource. In July 2024, the Board of Directors hired the Foundation's first President to lead the organization into the future.



**Current Funding Priorities:** The Foundation has a focused set of priorities for general operations, programs, or projects. Capital requests are also considered on a limited basis.

Funding Priorities	Areas of Focus
Health Care	Medical Research, Mental/Chemical Health, Hospitals
Education	Youth Education Initiatives
Housing	Affordable Housing for Families & Seniors
Human Services	Basic Needs, Food Insecurity, Employment
Civic	Local Initiatives, Community Projects
Environment	Environmental Education

**Who the Foundation Serves:** The Foundation primarily, but not exclusively, serves St. Croix Valley communities including Washington and eastern Ramsey County (in MN) and Polk, St. Croix, and Pierce counties (in WI). The Foundation prioritizes organizations providing needed services within the geographic area outlined.

## Position Summary

The Program Officer will play a critical role in advancing the Foundation's mission by overseeing grantmaking activities, managing a diverse portfolio of grants, developing strategic programs, and cultivating relationships with grantees and community stakeholders. The successful candidate will be an entrepreneurial leader who possesses strong analytical and interpersonal skills and a deep commitment to the Foundation's goals.

### Key Responsibilities:

#### **Grantmaking and Portfolio Management:**

- Manage a diverse portfolio of grants, ensuring compliance with the Foundation's strategic priorities, grant agreements and monitoring progress.
- Develop and refine grant guidelines, application processes, and evaluation criteria.
- Evaluate grant proposals, conduct due diligence, and make funding recommendations to the Foundation's board.
- Prepare grant summaries, reports, and presentations for internal and external audiences.
- Stay informed about trends, challenges, and opportunities in the Foundation's areas of focus.



## Ideal Candidate Summary

### **Strategic Program Development:**

- Collaborate with Foundation leadership to identify and develop strategic program initiatives aligned with the Foundation's mission.
- Develop and conduct research and analysis to inform program design and decision-making.
- Develop and implement programmatic strategies, funding priorities, and impact goals.

### **Relationship Management (Grantees and Community)**

- Serve as the primary point of contact for grantees, providing guidance throughout the grant lifecycle.
- Build and nurture strong and transparent relationships with grantees, community organizations, and other stakeholders.
- Meet with grantees and community partners to help inform research and expand awareness of needs.
- Conduct site visits and regular check-ins to understand grantees' challenges, progress, and needs.
- Provide support and guidance to partners designed to enhance impact and sustainability.
- Represent the Foundation at community events, conferences, and meetings.

### **Program Evaluation & Learning:**

- Manage the design and implementation of evaluation frameworks to assess the effectiveness and impact of funded programs.
- Develop a view on data and build out tools that will help inform grantmaking decisions.
- Work with grantees to set realistic, outcome-based goals that align with their mission and the foundation's priorities.
- Support grantees in data collection and impact measurement, ensuring evaluation is meaningful but not overly burdensome.
- Collect and analyze data to measure program outcomes and identify areas for improvement.
- Compile evaluation reports and communicate findings to stakeholders.

The Program Officer will have a combination of capabilities and attributes, along with a passion for providing resources that build thriving communities and improve the quality of life, primarily in the St. Croix Valley geographic region of Minnesota and Wisconsin. Ideal candidates will bring the skills and experience necessary to help the Foundation as it evolves towards the future — understanding the nuance of honoring the history of an organization while building towards the future and prioritizing the needs of the community. Ideal candidates will thrive in a dynamic environment with comfort navigating uncertainty and adapting to changing circumstances. Candidates will bring a working knowledge of philanthropy and grantmaking programs, processes, and measurement.

### Qualifications:

- Bachelor's degree in a relevant field (e.g., business, nonprofit management, public administration, social sciences).
- Range of at least 5-8 years of experience and knowledge in program and grantmaking strategy, grantmaking processes and systems or a related field. Candidates that bring lived experience strongly considered.
- Past experience in managing a significant grant portfolio.
- Knowledge of best practices in program evaluation and impact assessment and is familiar with dynamics and trends in philanthropy.
- Proactive self-started with strong analytical, organizational, and project management skills.
- Excellent communication and interpersonal skills, with the ability to build and support relationships with diverse stakeholders. A history of effective collaboration and relationship building success
- Familiarity with the St. Croix Valley and surrounding communities is required with an ability to be present in the Bayport offices regularly.
- Understands the role of non-profits and philanthropy within society with an ability to demonstrate sensitivity and stewardship in interactions.
- Proficient in Microsoft Office Suite, SharePoint, virtual/online meetings, and other tools.
- Commitment to the Foundation's mission and values.

### Salary, Benefits

The Salary range for this position is \$95,000 to \$115,000 and will be commensurate with experience and qualifications. The Foundation also offers a comprehensive benefits package to employees.

### Work Environment

This role operates on a hybrid schedule, with a minimum of two days per week in the office (in Bayport, MN) and the flexibility to work remotely on other days.

### Application Process

Qualified candidates should send a resume and cover letter detailing their alignment with the opportunity and position qualifications to [anne.peacock@fkandersen.org](mailto:anne.peacock@fkandersen.org). by February 28, 2025.

*The Fred C. and Katherine B. Andersen Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of their age, race, color, religion, creed, sex, sexual orientation, gender identity, genetic information, national origin, marital status, status with regard to public assistance, local human rights commission activity, disability or protected veteran status.*