



JOB DESCRIPTION

Title: **Program Officer –
International Grantmaking**

Reporting To (title): Vice President & Director – Customer Experience

FLSA Classification: Exempt Non-Exempt

Employment Type: Full Time Part Time Intern Temporary/Contract

ABOUT E4E RELIEF

E4E Relief is a social enterprise, organized 501c3 public charity, that **partners with companies nationwide to provide disaster and hardship relief programs** to assist employees facing unexpected financial hardship. Our client base has more than doubled in the past two years and we are seeking a skilled professional to work to support the grantmaking, operations and project management needs of E4E Relief. E4E Relief provides development and growth opportunities in a fast-paced dynamic environment, as we assist employees impacted by hardships and natural disasters and partner with companies to promote a community of caring and engagement companywide. E4E Relief LLC is a wholly owned subsidiary of Foundation For The Carolinas.

POSITION SUMMARY

The **Program Officer – International Grantmaking** will lead the planning, coordination, implementation, monitoring and evaluation of E4E Relief's international grantmaking programs and humanitarian response.

He/she will lead strategic thinking on programming and the development of operations that enable delivery of quality and compliant programs. It is expected that this position will play a key role in helping close new business associated with global companies offering an international / globally based employee relief program.

Objectives include (but not limited to):

- Maintaining and building on/ expanding the program approach, development of an effectiveness framework, program policies and systems
- Leading strategic thinking regarding the nature, expansion and future direction of E4E Relief's international program (approaches, principles, practices, countries of operations, etc.).
- Project-managing the immediate items that will allow E4E Relief to operate and deliver grants outside the United States including building partnerships with international NGOs working in international aid and those with whom E4E Relief may partner.
- Co-supervising the international grants operations specialists, as determined in upcoming reorganization for the grants operations team, working to create a **seamless applicant experience** for employees in all relevant parts of the world.
- Actively engaging other partners to develop a highly effective global program and build integration with E4E Relief led programs and systems.

Additionally, this role serves in a cross-departmental capacity to provide leadership internally to leverage institutional knowledge and best practices.

DUTIES & RESPONSIBILITIES

Grantmaking Leadership, Operations & Project Management

- Lead the focus of the international program and scope workflows for Charities Aid Foundation America (CAFA) program and internal program;
- Scope all the relevant areas for design, strategy and operations and project manage those to completion;
- Ensure the program activity is consistent with established program approach, principles, and policies and compliant with relevant laws, working with external partners and vendors to design and build a compliant, streamlined approach to grantmaking, building out countries in phases;
- Maintain or improve the efficiencies of established systems, processes and frameworks, and facilitate the provision of technical assistance that enables E4E Relief to deliver quality programs;
- Monitor the implementation of catastrophic disaster response/ high volume grantmaking and monitoring their effectiveness;
- Determine priorities for future program work including making recommendations to the Director of CX, CEO and other managers regarding the international program approach, strategies, technical focus, and countries of operations;
- Identify and pursue new client relationships and major grant opportunities in conjunction with the Business Development Team;
- Strengthen connections with key external stakeholders including international and governmental connections;
- Act as spokesperson for the organization in relation to international programs.

Reporting and Compliance

- Ensure that program operations are designed and scoped to be compliant with US and relevant international laws and regulations, as supported by internal and external counsel;
- Maintain policies and procedures and regularly review policies and procedures (relevant to program operations) to ensure compliance with national and international procedures, policies, and regulatory codes.

People Management

- Co-supervise international grants specialists, as determined by the CEO
- Provide direct support, regular supervision and annual review of work performance for staff under direct report

Reputation and Key Relationships

- Promote E4E Relief LLC's position as the nation's leading provider of charitable employee relief funds with a clear positioning and positive image to all stakeholders;
- Develop and strengthen partnerships with CAFA, other NGOs, bilateral and multilateral agencies;

JOB QUALIFICATIONS

Essential:

- Tertiary qualifications in a relevant discipline, strongly preferred at post-graduate level;
- Substantial experience in leading the design and implementation of grantmaking programs, international development programs a plus;
- Experience in the coordination or delivery of humanitarian emergency response;
- Current, in-depth knowledge of international development issues, trends and practices;
- Substantial senior management experience in staff management and leadership;
- Demonstrated experience in grants application and management;
- Experience in compliance with government, multi-lateral and non-government agencies;
- Flexibility to be adaptable and have the ability to manage change.

Desirable:

- Significant experience working in a developing country as a country or regional director, or equivalent;
- Specialization in implementing international programs.

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees: Communication & Interpersonal Skills

Executive Team: Leadership Strategic Thinking Fiscal Stewardship

All Supervisors: Delegating Responsibility & Empowering Employees Managing Employee Performance Ensures Consistent Policies & Practices

General:

- | | | |
|--|--|--|
| <input type="checkbox"/> Affiliate Management | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input type="checkbox"/> Client Records | <input type="checkbox"/> Concern for Employee Satisfaction |
| <input type="checkbox"/> Customer Skills | <input type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input type="checkbox"/> Job Skills | <input checked="" type="checkbox"/> Managing Meetings | <input checked="" type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input type="checkbox"/> Presentation Skills | <input checked="" type="checkbox"/> Product Knowledge |
| <input type="checkbox"/> Productivity | <input checked="" type="checkbox"/> Project Management | <input type="checkbox"/> Quality of Work |
| <input checked="" type="checkbox"/> Relationship Building/Networking | <input checked="" type="checkbox"/> Results Oriented | <input type="checkbox"/> Technical Skills |
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Training & Development | <input checked="" type="checkbox"/> Writing Skills |

TO APPLY

To apply, please direct all inquiries and applications via email to talent@fftc.org.