

At Baptist Community Ministries (BCM), our foundation is rooted deeply in Christian values, driving our unwavering commitment to enhancing the physical, mental, spiritual, and social aspects of lives across the greater New Orleans region. Since our inception as Southern Baptist Hospital in 1924, our evolution from a hospital to a dynamic private foundation has touched countless lives.

Today, BCM operates at the intersection of philanthropy, grantmaking, and direct service delivery, leaving an indelible mark on hospitals, churches, and various community institutions. Our commitment lies in directing resources toward initiatives that support the well-being and growth of the communities we serve. Through our Chaplaincy Services, Congregational Wellness, and Grantmaking divisions, BCM continues to honor its faith-based legacy and strong commitment to the Greater New Orleans region.

***At BCM, we are more than an organization; we are a trusted community partner dedicated to improving our community. We are looking for dynamic, experienced, and purpose-driven individuals who are committed to advancing BCM's mission and values toward healthier communities and a stronger region.***

#### **What we are looking for: Program Officer**

The exempt position of Program Officer reports to the Vice President, Grants. It directs grantmaking activities associated with the foundation's grant types in accordance with policies and procedures established by the Board of Trustees. The Program Officer is responsible for reviewing grant requests, developing strategic initiatives, monitoring active grants, and coordinating program evaluation and impact analysis. This position will provide staff support to the Grants Committee and represent BCM in the community at large relative to BCM's focus areas of health, education, and public safety.

The Program officer must demonstrate the ability to translate all forms of grantmaking into a meaningful contribution as outlined in BCM's grantmaking goals. The holder of this position is evaluated in terms of both individual effort and the ability to add value to grantmaking through strategic team planning and coordination.

#### **Principal Duties and Responsibilities:**

- Review transom cycle grant applications and develop recommendations to present to the Grants Committee.
- Negotiate specific operating objectives and financial budgets with the grantee to be included in Award Agreements for Board-approved grants.
- Monitor active grants for grantee compliance with the terms of the Award Agreement.
- Present regular reports to management, the Grants Committee, and the Board of Trustees on the status of active grants.
- Develop strategic initiatives and identify organizations that are capable of carrying out program and Foundation objectives.

- Facilitate convening of stakeholders around grantmaking initiatives, including government, business, philanthropic groups, grassroots and community organizations, and agencies.
- Assist in capacity building for local nonprofits by providing consultation, evaluation, technical assistance, and dissemination of results.
- Engage and build partnerships with other local and national funders to support program initiatives in BCM's focus areas, leveraging funds when possible.
- Represent BCM in appropriate public forums, conferences, panels, and community meetings in BCM's focus areas.
- Draft materials for the BCM website, annual business plan, annual report, and other communication vehicles.
- Stay abreast of ongoing field research and readily apply knowledge of evidence-based principles encompassing a wide range of practices designed for community benefit.
- Collaborate with fellow staff on research and evaluation-related efforts.
- Application of internal and external evaluation and technical assistance methods that support operational accountability, impact measurement, and capacity building within and among sector grantees.

#### **Qualifications:**

- Possess a strong desire to work for a faith-based Christian organization and be able to articulate alignment with the mission of BCM.
- A bachelor's degree from an accredited university is required; a graduate degree is preferred.
- Three (3) to five (5) years of relevant expertise in public health, education, criminal justice, public safety, community development, or related fields.
- Working knowledge of federal, state, and local programs, policies, and systems that affect children, families, adults, formerly incarcerated individuals, and other community stakeholders.
- Project management experience in nonprofit, public, or philanthropic organizations is preferred.
- A proven track record in administering complex, competitive grantmaking programs is preferred.
- Experience developing trusting, productive relationships with diverse community partners.
- Demonstrated leadership ability.
- Skilled in personal computer applications, preferably Microsoft Office Suite and Blackbaud Grants Management (BBGM).
- Ability to lead collaborative endeavors and to build institutional relationships across multi-sectors and partners.
- Excellent interpersonal skills and the ability to work with a wide range of groups, including, but not limited to, trustees, grantees, staff, consultants, other foundations, and community leaders.
- Strong written and oral communication skills.

- Ability to organize and effectively handle multiple projects and meet regular deadlines with consistency and accuracy.
- Ability to track and categorize data in a database and create clear, concise, and timely reports.
- Experience in financial accountability, financial management, and reporting.

Those interested in applying for this position should send a cover letter and resume to [jobpostings@bcm.org](mailto:jobpostings@bcm.org).

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Ability to Relocate:

- New Orleans, LA 70130: Relocate before starting work (Required)

Work Location: Hybrid remote in New Orleans, LA 70130