

Program Officer—(Half Time-Temporary)

The Community Foundation of Western Massachusetts, a dynamic publicly supported foundation based in Springfield, MA, dedicated to serving the charitable needs of the Pioneer Valley, seeks a half-time Program Officer on a temporary basis (July to December 2010). Reporting to the Vice President for Programs, the individual will manage the implementation of the 5 & Under Initiative: Access to Opportunity for Children in Poverty and assist with planning for the next special grantmaking initiative to be undertaken in 2011. The 5 & Under Initiative, which funds programs that address the root causes of the poverty of children age five and younger and their families in the Pioneer Valley, will commence its fifth year of operation in the fall of 2010. Responsibilities include reviewing reports from grantees that include financial data, tracking information such as program outcomes, meeting with grantees to assess progress, preparing written reports to document various activities.

Qualifications: Minimum of a BA in human services or related field; Masters Degree or graduate level work preferred. Ideal candidate would have experience at a nonprofit or public agency in human services or a related field having to do with children, education, or poverty. Candidate should be able to effectively communicate orally and in writing; have strong analytic and organizational skills; be proficient in all Microsoft Office applications; and be able to work effectively with volunteers. Interested candidates should submit a resume to: Nancy Reiche, V. P. for Programs, CFWM, 1500 Main Street, P.O. Box 15769, Springfield, MA 01115 or grants@communityfoundation.org