



## **Program Officer**

**Community Memorial Foundation** is searching for an experienced and mission driven **Program Officer** to join our small and highly collaborative team. This role will focus on grantmaking and portfolio management and community engagement. We are looking for a person with a track record of leadership in the philanthropy, public health, or nonprofit sectors.

### **Our Organization:**

Community Memorial Foundation (CMF) is a private, independent foundation established in 1995 after the sale of La Grange Memorial Hospital, a nonprofit community hospital in La Grange, IL. Committed to strengthening community assets and responding to evolving local needs, CMF has awarded more than \$97 million in grants to the region's nonprofit sector. In addition to grantmaking, CMF convenes grantees and community stakeholders to leverage existing assets and address regional challenges. Our mission is to improve the health of those who live and work in the 27 communities spanning from western Cook and southeastern DuPage counties. Our vision is that the Foundation, together with the community, will transform the region into the healthiest in the country. For additional information about our organization and the organizations we support, visit us at [www.cmfdn.org](http://www.cmfdn.org).

### **Position Summary**

Reporting to the Program Director, the Program Officer will play a key role in advancing the Foundation's grantmaking priorities in addition to supporting strategy development, convening, and capacity building activities. The Program Officer will collaborate closely with internal team members in a dynamic, fast-paced environment. They will also cultivate and maintain deep relationships with external stakeholders, including grantees, funders, and other partners across our service area.

**Job Location:** Hinsdale, IL and hybrid

**Hours:** Occasional evening and weekend hours required

**Compensation:** \$90,000-\$100,00 annually commensurate with experience and qualifications.

### **Benefits:**

- BCBS medical
- Vision and Dental
- Paid Time Off (earn 33 working days per year)
- 403 retirement plan with an employer matching contribution
- Educational Assistance and Student Loan Assistance
- Health Club Membership reimbursement up to \$450/year
- Group life, Short Term Disability and Long-Term Disability Insurance are employer paid
- Cell phone reimbursement

### **Responsibilities:**

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

- Review and evaluate Letters of Intent (LOIs) and completed applications submitted by nonprofits through the Foundation's two Responsive Grant annual cycles
- Conduct and document site visits with nonprofit applicants as part of the application evaluation process

- Prepare detailed written recommendations for funding based on alignment with the Foundation's funding priorities, scope of the proposal, track record of the nonprofit's past performance, and opportunities to contribute to a measurable impact in the region
- Present recommendations through internal review process, which includes colleague review and briefings submitted to Foundation CEO and Board of Directors
- Collaborate with the Grants and Operations Manager throughout the grant lifecycle, including regularly updating the Foundation's online grants database and preparing grant agreement documents
- Maintain close contact with grantee partners through ongoing communication and support, including review of annual reporting submissions and special convenings
- Manage additional grant strategies and activities assigned, in alignment with key Foundation strategic and funding priorities

### **Leadership and Community Engagement**

- Build and develop relationships with peer funders, thought leaders, researchers, and community stakeholders, in order to inform the Foundation's strategies and advance mission and funding priorities
- Actively participate in convenings such as conferences, working groups, and other meetings related to the Foundation's priorities at a local and regional level
- Serve as a representative of the Foundation with external stakeholders, including public speaking, presentations, panel discussions, and written communications
- Engage grantee partners on an ongoing basis to strengthen relationships, build trust, and inform future Foundation strategies and priorities
- Contribute to the Foundation's Building Organizational Effectiveness agenda, in partnership with the Program Director, by helping to identify themes and opportunities for capacity building support for Foundation grantees
- Participate in the Foundation's signature Young Community Changemakers (YC2) program, which includes presenting to high school students and joining site visits at our grantee partners

### **Internal Collaboration**

- In collaboration with CEO and Program Director, support engagement with Foundation Board of Directors and Committees, including presenting findings from grantee partners and other stakeholders
- Contribute to story-telling opportunities through the Foundation's website, newsletters, and other distribution opportunities to convey the impact of the Foundation and our grantee partners
- Support organizational strategy development and alignment to ensure the Foundation is aligned and responsive to opportunities in the communities we serve
- As part of a high performing staff team, further a culture of kindness, empathy and gratitude that are hallmarks of the Foundation's work in the region

### **Qualifications**

- Demonstrated passion and interest in the mission of the Foundation and the communities we serve
- 7+ years of relevant work experience in the areas of philanthropy, public health, nonprofit leadership, and/or related fields
- Bachelor's degree or equivalent experience is required; advanced degree in a relevant field is preferred
- Highly collaborative with excellent interpersonal skills and the ability to work with internal and external partners in a broad range of settings
- Ability to travel regularly within the Chicago region for site visits and meetings with external partners.

### **Knowledge and Skills**

- Strong understanding of community health and human service issues, social determinants of health, and healthcare delivery systems; experience in the field of public health is preferred
- Ability to convey necessary information accurately, listen effectively, and ask questions

- Exceptional attention to written and numeric details
- Excellent written, verbal, and organizational skills
- Alignment with the Foundation's values, including operating with gratitude, empathy, kindness, and commitment to creating and enhancing equitable communities

**Application process**

If you are mission driven, have a passion for the Foundation and the communities we serve, and want to help transform the region to the healthiest in the country, we want to hear from you. Please submit both a **resume** and **cover letter** to <https://cmfdn.recruitpro.com/jobs/313548-34548.html>. Preferred consideration to applicants submitted by March 4, 2026.

Community Memorial Foundation is an Equal Opportunity Employer.

**Key Words:** Grants Manager, Grants Senior Specialist, Grants Officer, Nonprofit Manager, Program Manager