

**ALL SOULS CHURCH, UNITARIAN  
BECKNER ADVANCEMENT FUND  
PROGRAM OFFICER (part-time contract)**

**ABOUT ALL SOULS CHURCH AND THE BECKNER ADVANCEMENT FUND**

All Souls Church Unitarian has a long history of working for social justice and fighting against oppression of all kinds. Our proud tradition of public witness here in the nation's capital dates back to standing against slavery and continues to this day. For almost two centuries, the congregation has worked to make our city, our nation, and our world more just and compassionate.

All Souls members Earl and Meta Beckner endowed the Beckner Advancement Fund in 1973. The Deed of Gift states their desire to “make the Church and surrounding community more cohesive, attractive, and forward-looking; foster human rights and dignity; and enhance the influence of All Souls Church in the Washington metropolitan area.”

Grounded in commitment to social-change philanthropy, the Beckner Advancement Fund distributes about \$70,000 each year to support efforts that advance All Souls's social justice mission. The Beckner Advancement Committee, made up of All Souls members, the senior minister, and supported by a program officer, manages the Fund and advises the church's Board of Trustees, who make the decisions for the Beckner Advancement Fund. Internal grants fund the church's own social justice activities, and external grants support DC organizations that address the following social justice priority areas.

- Safe, affordable housing
- Environmental justice
- Peace and reconciliation
- Immigration
- Anti-oppression efforts, including racial and ethnic justice

**POSITION SUMMARY**

The Beckner Advancement Fund is seeking applications for the services of a part-time Program Officer under a contract to support the work of the Fund. In addition to providing administrative and grants management support, the Officer will assist the Committee in accomplishing its strategic objectives. The Program Officer will provide outreach within All Souls and across the

District of Columbia to publicize the availability of funding; serve as a resource for grantees and prospective applicants, building their capacity in program development and management; assist the Committee to be aware of and responsive to emerging issues; and coordinate with social justice leadership within All Souls to leverage support and impact.

Please note that current members of the All Souls Church congregation are not eligible to apply for this contract.

## **KEY RESPONSIBILITIES**

### **Program management**

- Update Beckner internal and external grant application guidelines annually.
- Obtain and provide to committee periodic financial reports. Track budget internally as new funding recommendations are made.
- Seek out and provide recommendations to the committee on possible funding opportunities consistent with the Beckner Fund's strategic priorities.
- Conduct evaluations of Beckner programs, identifying key impacts and lessons learned.
- Coordinate internal external grants application processes
  - Advertise available funding through various methods, such as posting on grantmaking websites, posting to the Beckner website, and emailing nonprofits on the Beckner mailing list. For internal grants, post notice in the church bulletin and engage directly with social justice committees to publicize.
  - Collect applications; review for completeness, and send to Committee for consideration. Provide feedback and recommendations on applications.
  - Prepare report listing Committee recommendations, documenting the reasons.
  - Prepare and submit report to board and request recommended applications be placed on the consent agenda for the next board meeting.
  - Notify applicants of results, providing feedback if requested.
- Grant management
  - Arrange for grant payments through the Executive Director
  - Monitor grantee progress through site visits and review of reports. Ensure reports are submitted in a timely manner.
  - Provide summary of final reports to committee, noting key outcomes and flagging any issues of concern.
  - Maintain contact with grantees, and conduct site visits to observe how funds have been spent.
  - Provide capacity building to organizations, as needed, to properly manage their awards

## **Outreach**

- Provide information about the Beckner Fund to community organizations and church committees.
- Establish and maintain a network of contacts in the social justice community, and identify groups that may benefit from Beckner funds.
- Assist potential applicants in developing program ideas and applying for funding.
- Ensure work of Beckner grantees is integrated with work of church committees, and that internal grantees are connected with relevant community organizations.
- Plan and coordinate special events at the church with Beckner grantees.
- Maintain and update the Beckner contact list of community organizations.

## **Administrative**

- Schedule Committee meetings, in consultation with the Committee
- Prepare materials for Committee meetings
- Handle all correspondence, including acknowledgment of grant requests, letters of grant awards, and Board memoranda;
- Maintain Committee files;
- Prepare a report on Beckner Fund activities for the Annual Congregation meeting
- Ensure Beckner website is functional, contains accurate information, and is updated regularly.
- Monitor Beckner email account and respond to inquiries in a timely manner.

## **CANDIDATE PROFILE**

Preferred qualifications include the following:

- Broad understanding of social justice issues and challenges in the District of Columbia, and a personal commitment to improving the lives of its vulnerable residents;
- Experience working or volunteering in a grantmaking, advocacy or social justice organization or program;
- Experience in grant management;
- Excellent organizational skills and comfort with budgets and financial information;
- Excellent English language writing, editing and proofreading skills, and presentation and interpersonal communications skills that are clear and persuasive;
- Demonstrated experience working with diverse and inclusive organizations and initiatives;
- Initiative, resourcefulness and flexibility, and the ability to identify and solve problems;

- Ability to multi-task, work well under pressure to meet deadlines, and work independently as well as collaboratively;
- Outstanding interpersonal and relationship-building skills in a cross-cultural environment, and the ability to maintain supportive relationships with All Souls staff, grantees, applicants, beneficiaries, and Beckner Fund Committee members.
- Conversational Spanish language skills a plus.
- Availability for occasional evening and weekend events, plus participation in Beckner Fund Committee meetings one Sunday each month required.

## **TERMS OF ENGAGEMENT**

This is a part-time contract; compensation for services will be at an hourly rate, to be negotiated based on the qualifications of the applicant. . Due to the nature of the work and the grant cycle, some periods will require a larger time commitment than others, but it is expected that the average commitment will be 10-12 hours per week. The period of performance for the contract is one year, renewable annually based on availability of funding.

The Program Officer would be based off-site and would be expected to provide their own equipment (computer, printer, phone, etc) as well as cover the regular, day-to-day costs of doing business, such as travel to and from All Souls and site visits. Work hours would generally be at the discretion of the Program Officer, but there should be availability during normal business hours to meet with grantees and applicants. Occasional evening and weekend work would be required for special events, as well as participation in the Beckner Fund Committee meeting one Sunday per month from September through May.

## **HOW TO APPLY**

Please submit application to [BecknerProgramOfficer@gmail.com](mailto:BecknerProgramOfficer@gmail.com). All applications must include:

- a resume
- a thoughtful cover letter, including how you became aware of this opportunity and hourly rate for services

**The application deadline is February 23, 2018**