



PROGRAM OFFICER, ARTS & CULTURE

ABOUT THE FOUNDATION

Since 2008, the Fred and Barbara Erb Family Foundation has made more than \$200 million in grants to improve the quality of life for residents in Southeast Michigan and the Great Lakes region. In 2022, the Erb Family Foundation announced its plans to shift from a perpetual foundation to a spenddown model and conclude its grantmaking by 2034-2035. The grantmaking priorities for the Foundation's spenddown center on six areas of focus: Alzheimer's Research, Arts & Culture, Democracy, Great Lakes, Sustainable Business, and Legacy Giving. In addition to its grantmaking, the Foundation works closely with grant partners to learn how to better invest in their organizational health and long-term durability.

Across all its activities, the Foundation's goal is to inspire a new generation of leaders and philanthropic partners to carry on Fred and Barbara's passions long after the Foundation is gone. This work is guided by the Foundation's mission and vision: The Fred and Barbara Erb Family Foundation envisions a flourishing, healthy, and resilient Great Lakes ecosystem and a culturally vibrant, sustainable southeast Michigan. Toward this end, we strengthen the cultural and environmental organizations that share our vision to make this a reality for generations to come. And, by its values: to make a lasting transformative difference; embrace possibility; work and learn in partnership; and pursue fairness and respect.

THE OPPORTUNITY

We are seeking applications for the position of Program Officer to support the Foundation's Arts & Culture team during an important phase of the Foundation's spenddown journey. This role offers the opportunity to contribute to meaningful philanthropic work and support implementation of the Foundation's Arts & Culture strategy.

The Program Officer role is a full-time hybrid position, expected to last about three years; however, all employment is at-will. The Program Officer will report to the Senior Program Officer for Arts & Culture and work closely with the Arts & Culture team's Program Officer, Council of Michigan Foundation's Philanthropy Fellow, the Foundation's Program Assistant, and Grants Management team. The Program Officer will, under supervision of the Senior Program Officer and direction of the Foundation's leadership team and board, administer the Foundation's Arts & Culture grants program including: cultivating new grants; preparing recommendations for the board and the Foundation's leadership team; monitoring existing grants; keeping abreast of knowledge in the field through research,

seminars, meetings with experts and community leaders; and developing and maintaining relationships with grant partner organizations, peer foundations, and other community stakeholders.

CORE DUTIES & RESPONSIBILITIES:

Grantmaking and Program Support:

- Actively participate in learning about Arts & Culture organizations and community needs and goals, and share out that information regularly—in writing, meetings, presentations, and site visits—with the Arts & Culture team, Learning team, and Foundation leadership
- Attend relevant community meetings and events in order to maintain good community relations, gain a deeper understanding of community issues and identify quality grant opportunities
- Manage the logistics and workflow associated with a portfolio of grants:
- Guide existing and new grant partners through the grants and reporting process and help them to develop high-quality proposals; work with new and existing partners to monitor and evaluate active Foundation grants
- Participate in due diligence activities
- Write grant recommendations, review proposals and reports
- Ensure timely, responsive communication and honor deadlines with both internal and external partners
- Attend Foundation Board meetings involving the Arts & Culture portfolio
- Represent Foundation on appropriate task forces, committees, conferences, convenings, and other events
- Regularly interact with and learn from funder colleagues who shared priorities and/or grant partners in common
- Identify innovative and collaborative funding opportunities within the Foundation's defined areas of interest
- Actively support and participate in the Foundation's communications strategy.
- Actively participate in dialogue and provide thought leadership about the direction of arts and culture in the region

QUALIFICATIONS & SKILLS

- Contemporary knowledge of arts and culture issues required; an understanding of best practices in nonprofit management; experience with organizational capacity building and understanding of the needs and opportunities of Metropolitan Detroit's arts and culture sector preferred.
- Demonstrated commitment to the Erb Family Foundation's values: to make a lasting transformative difference; embrace possibility; work and learn in partnership; and pursue fairness and respect.
- Demonstrated experience in building strong, positive, collaborative relationships internally and externally, characterized by active listening, openness to new ideas, and encouraging dialogue.

- A collegial spirit in sharing and receiving ideas, information, and feedback; commitment to resolving conflict productively
- Proven track record of working effectively and collaboratively across lines of difference, which could include race, gender identity, ethnicity, religion, sexual orientation, class, and ability
- Comfortable working in a changing and evolving organization and attentive to implementing learnings as work progresses
- Demonstrated experience managing multiple priorities, deadlines and a demanding workload, with the ability to stay flexible and responsive
- Excellent written and verbal communication skills and the ability to apply them across varied functions internally and externally
- Ability to maintain the highest levels of integrity, ethics, discernment, diplomacy, and strict confidentiality.
- Highly proficient with Microsoft 365 (Teams, Word, Excel, PowerPoint, Outlook and OneNote) and experience with donor or grant management software (The Foundation uses AkoyaGo for its grant management software).
- Ability to learn new software and comply with administrative protocols
- Ability to understand nonprofit financial statements, audits, and 990s is a plus

EDUCATION AND EXPERIENCE

The ideal candidate will have a minimum of a bachelor's degree, and at least five years of experience in a grantmaking organization and/or related nonprofit professional experience. They will also have an interest in and passion for the multiple issues beyond arts and culture addressed by our mission, such as Great Lakes or water issues, democracy, sustainable business, and/or Alzheimer's research

WORK ARRANGEMENT, COMPENSATION, AND BENEFITS

This is a full-time, hybrid position that the Foundation expects to last about three years. However, all employment is at-will. The Foundation's office is located in Royal Oak, Michigan. Staff work on a hybrid schedule, typically three days a week in-person, with flexibility for remote work the remainder of the week. Occasional schedule adjustments or additional in-person days may be required.

Attendance at Foundation and/or grant partners' evening and weekend events, as well as occasional regional travel should be anticipated.

The Program Officer will regularly engage with staff, grant partners, and external stakeholders and will primarily work in a standard office environment using a laptop and other office technology. This role requires strong communication, organization, attention to detail, and the ability to manage multiple priorities in a collaborative, fast-paced environment. Occasional lifting or moving of materials up to 50 lbs. may be required.

The salary for this position begins at \$100,000 and may be adjusted based on qualifications and experience. The Foundation offers a comprehensive benefits package, including employer-paid health, dental, and vision insurance, a generous 401K plan with

employer contribution and match, life insurance, short and long-term disability insurance, paid time off, technology reimbursement, and a professional development allowance.

TO APPLY

Interested candidates should submit a resume and thoughtful cover letter to employment@erbff.org describing their interest in the role and relevant experience. Applications will be reviewed on a rolling basis until the position is filled. All inquiries and application materials will be handled confidentially.

EQUAL OPPORTUNITY EMPLOYER

The Fred and Barbara Erb Family Foundation is committed to fostering a workplace grounded in fairness, respect, inclusion, and belonging. We value the perspectives and experiences that individuals from diverse backgrounds bring to our work and strongly encourage candidates from historically underrepresented communities to apply. The Foundation is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity or expression, age, disability, veteran status, citizenship status, genetic information, or any other characteristic protected by applicable federal, state, or local law.