



We invite you to apply to join The Children's Services Fund as a Program Officer.

## **About the Organization**

The Children's Services Fund of Jackson County (CSF) invests in programs that promote the mental health and social-emotional well-being of children, youth, and families. Since receiving voter approval in 2016, the CSF has awarded over \$185 million in support of programs and services at more than 100 Jackson County-serving organizations through a  $\frac{1}{4}$ -cent sales tax. Utilizing strategic funding, partnerships, and learning, CSF works to strengthen community-based organizations and improve outcomes across Jackson County.

## **Why Work at CSF**

At CSF, your work directly supports the mental health and well-being of children, youth, and families. CSF is a mission-driven, learning-oriented organization that values transparency, collaboration, continuous learning, equity, opportunity. Team members are trusted as professionals, encouraged to grow, and supported through a collaborative culture, flexible hybrid work model, and a shared commitment to meaningful impact.

## **Position Summary**

The Program Officer supports the Children's Services Fund's mission to enhance the mental health and well-being of children, youth, and families by managing a portfolio of funded partners, fostering robust partnerships with community organizations, and promoting equitable, transparent, and learning-oriented contracting practices.

Working under the leadership of the Chief Program Officer, the Program Officer applies inclusive, data-informed, and community-centered approaches to program implementation, relationship development, and continuous learning. In addition to funded partner support, the Program Officer conducts research, supports convenings of various cohorts for discussion and problem-solving, and represents the Fund at community meetings. The position requires strong analytical thinking, a commitment to ethical and equitable practice, and the ability to work collaboratively across internal teams and external partners.

---

## **Key Responsibilities**

### **Funding & Portfolio Management**

- Support the end-to-end funding process—from proposal solicitation and review to monitoring, reporting, and learning.
- Analyze proposals, budgets, and organizational materials to assess alignment with funding priorities and community needs.
- Conduct due diligence activities and site visits to understand partner capacity and program impact.

- Collaborate with the Chief Program Officer to develop funding recommendations and ensure the integrity of the grantmaking process.
- Use the Fluxx grant management system to monitor partner progress and outcomes.

## **Funded Partner & Community Relationships**

- Build and sustain authentic, trust-based relationships with funded and community partners.
- Recognize and navigate the power dynamics inherent in funder-partner relationships, ensuring respectful and transparent interactions.
- Support funded partners in identifying opportunities that strengthen organizational effectiveness.
- Facilitate honest and empathic communication, promoting mutual learning and accountability.

## **Inclusive Practice & Equity**

- Demonstrate awareness of personal and institutional biases, privileges, and cultural preferences.
- Employ inclusive behaviors and communication strategies that foster equitable relationships within and across stakeholder groups.

## **Learning, Evaluation & Knowledge Sharing**

- Contribute to a culture of learning by connecting evaluation, reflection, and program improvement.
- Work with funded partners and team members to collect and interpret both qualitative and quantitative data.
- Identify opportunities to share insights and learning outcomes across the community and within the organization.
- Support the development of reports, presentations, and learning sessions that inform strategic decision-making.

## **Collaboration & Communication**

- Collaborate with colleagues to integrate multiple perspectives in program and funding discussions.
- Communicate clearly, effectively, and empathetically across audiences and contexts.
- Provide constructive feedback to colleagues and funded partners in a manner that builds trust and mutual understanding.
- Support internal coordination across departments to strengthen cross-organizational alignment.

## **Ethics & Accountability**

- Uphold the Fund's ethical standards through transparency, fairness, and professional integrity.
- Maintain timely, professional, and respectful communication with all stakeholders.
- Exhibit self-awareness of how personal values and assumptions influence decision-making.

---

## **Qualifications**

- **Education:** Master's degree in Social Work, Counseling, Public Administration, or a related field strongly preferred.

- **Experience:** Minimum of three years of professional experience in grantmaking, nonprofit program management, or a related area, with knowledge of the nonprofit and children's services sectors preferred.
- **Skills:** Exceptional analytical, writing, presentation, and interpersonal communication skills, with demonstrated ability to exercise sound judgment and uphold the highest ethical standards. Proven ability to manage complex projects and balance multiple priorities.
- **Attributes:** Highly organized, self-disciplined, and adaptable, with attention to detail and the capacity to link day-to-day work with long-term strategic goals.

---

#### **Working Conditions:**

- Hybrid, following successful onboarding.
  - In-Office Tuesday, Wednesday, and Thursday.
  - Possible remote work on Monday and Friday.

#### **Compensation:**

The anticipated hiring salary range for this position is \$94,000 to \$99,000, with the offer determined by the candidate's experience level and credentials. The Children's Services Fund of Jackson County offers employees a comprehensive benefits package, including medical, dental, and vision insurance, life insurance, short-term & long-term disability insurance, a retirement plan, and paid time off.

---

The Children's Services Fund of Jackson County is an Equal Opportunity Employer. CSF is committed to creating a diverse, equitable, and inclusive workplace and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other legally protected characteristic.

---

#### **How to Apply**

For full consideration, submit a cover letter and resume to [hr@jacokids.org](mailto:hr@jacokids.org) no later than Friday, January 30, 2026. Include "Program Officer Position" in the subject line.