



**Program Officer  
Grant-making and Grants Management**

**December 2017**

**Seeking a New Program Officer**

VegFund is recruiting for an experienced program officer to support the organization's growing opportunities in grant-making worldwide to vegan advocates. New grant-management and client engagement platforms and a new website in early 2018 will enhance the organization's ability to solicit and serve a growing number of grantees more efficiently and effectively. These new platforms will improve the organization's ability to capture data on recruitment and retention and help VegFund better evaluate its grant-making performance. VegFund seeks a motivated and passionate program officer to spearhead a systematic and data-driven approach to its grant-making and grants management operations.

**VegFund's Grant Programs**

VegFund supports the outreach of vegan advocates around the world to assist them in conveying information to the public about the societal and environmental benefits of compassionate vegan living. Operating as a grant-making nonprofit organization since 2009, VegFund has funded the public outreach efforts of thousands of grantees in more than 40 countries. VegFund currently issues approximately 600 grants annually across its six core program areas.

The most popular grants are:

- food sampling of meat and dairy substitutes
- screening of documentaries relating to animal rights, human health and wellness, and environmental and biodiversity protection
- vegfests and other public festivals
- "paid-to-view" videos where the viewer has a brief, visual immersion into the experience of animals used for food in the human industrial food system

Web-based video outreach and vegan challenge programs also make up a significant portion of VegFund's grant-making portfolio.

VegFund has begun supporting conferences on the subjects of animal rights and other interwoven areas that relate to VegFund's vision for a creating a compassionate world for all species. Examples include medical conferences on the nutritional and health benefits derived from whole plant-based diets and curriculum development for youth educational programs on healthy foods. VegFund also considers funding for experienced advocates to present their unique research and outreach innovations.

The number of grant requests and sponsorship opportunities received by VegFund is on the rise as is the diversity of grant requests and applicant profiles. Historically, VegFund's grantees have been motivated primarily by concerns for animal rights. Increasingly, grantees are applying for support for advocacy activities relating to the human and environmental benefits of plant-based diets. Some advocates are addressing the links between vegan living, food access/food justice, and social inclusion. Volunteer activists, industry professionals, nonprofit organizations, and community groups represent the types of advocates supported by VegFund.

### **Program Officer Responsibilities**

Spearheading a sophisticated grant-making environment at VegFund, the program officer will undertake the following key responsibilities:

- Review and recommend the approval or denial of grant applications for VegFund's online campaigns, vegan challenges, learning events, and research and innovation grant areas.
- Support a program assistant in her duties to review and approve or deny the majority of VegFund's grants (those under \$5000), communicate with applicants, and manage processes and procedures for completing grantee reporting and reimbursement requests.
- Serve as a second reviewer, on an as-needed basis, for grant requests exceeding \$5,000 for VegFund's programs on food sampling, documentary screenings, paid-to-view, vegfests and other public festivals.
- Serve as the primary relationship manager for VegFund's online campaigns grantees, fielding questions about application requirements, managing funds and reimbursements, tracking campaign performance, and overseeing the portfolio of grantees to meet VegFund strategic objectives related to its investment in this program area.
- Lead the communication and relationship management of partnership arrangements as needed for the successful implementation of programs; for example, documentary screenings, learning events, and occasionally other VegFund grant programs.
- Create management reports drawn from VegFund's grants management system, including a monthly performance overview of VegFund grant areas and a more comprehensive quarterly performance analysis of the six programmatic areas of VegFund.
- Recommend and draft content on activist stories and news; recommend capacity-building topics of interest to grantees drawn from grantee activity reports and other engagement with grantees.
- Suggest improvements to grant program guidelines and protocols and to the application forms and systems-processing related to the grant management system based on grantee performance and feedback.
- Create and conduct grantee surveys, as needed, as a means of keeping grant programs and the grant management system relevant to grantee needs.
- Present analyses of survey findings.
- Prepare and present reports on VegFund's grant programs at an annual board summit.
- Represent VegFund at selected conferences, particularly where there is opportunity for new grantee recruitment; manage all representation related to logistics and communications.

**Desired Qualifications:**

- A minimum of 5 years of program officer experience or equivalent experience in grant-making and grant management, individual and organizational capacity building and/or program development and management.
- Conceptual grounding in the moral and practical arguments for the promotion of animal rights, the adoption of plant-based diets for human well-being, and the relationship of vegan living to environmental protection and planetary health.
- Skilled in data analysis, report creation, presentation preparation and delivery, and communications content development.
- Experience with client relationship management and grant management platforms and familiarity with Facebook ad campaigns.
- Strong personal initiative, problem-solving abilities, and strategic and creative thinking,
- Preference for working with smaller organizations and in a virtual setting.
- A demonstrated passion for VegFund's mission and vision.
- Ability to work in the United States.
- Master's degree preferred.

Interested applicants should send their resume and a cover letter by January 31, 2017, to VegFund at [resumes@vegfund.org](mailto:resumes@vegfund.org).