

Program Officer, C3 Grantmaking (NVF)

Position Summary

C3 Grantmaking is an integral part of the **Catalytic Capital Consortium (“C3”)**, an investment, learning, and market development initiative conceived by the MacArthur Foundation. Its aim is to increase the use of catalytic capital¹ globally, thereby helping the impact investing field realize its full potential. The Rockefeller Foundation and Omidyar Network join the MacArthur Foundation in this effort, acting as strategic partners who add their expertise and financial resources.

To advance C3, the MacArthur Foundation is investing up to \$110 million on a matching basis through “field partnerships” that demonstrate a powerful use of catalytic capital across sectors and geographies. These investments are complemented by an initial \$10 million in grants to increase the knowledge, awareness, and use of catalytic capital among diverse investors. This \$10 million grantmaking portfolio is the purview of **C3 Grantmaking** and is the focus of this role. Activities related to the C3 investments are not in scope for this position.

A Project Advisory Board (PAB) composed of staff from the MacArthur Foundation, The Rockefeller Foundation, and Omidyar Network set the C3 Grantmaking strategy. Organizations represented by the members of the advisory board contribute funds to the New Venture Fund (NVF), which fiscally sponsors the C3 Grantmaking project. The C3 Grantmaking program has the ambitious goal of equipping the investor community with the knowledge and tools required to deploy greater and more effective investments of catalytic capital.

To date, C3 Grantmaking has made grants to 22 impact investing organizations, spanning many of the leading investors and field building organizations in the impact investing industry. Ongoing projects span a range of activities, from efforts to build and advance knowledge about catalytic capital, to working closely with the providers of this capital, all with a specific focus on foundations, development finance institutions and family offices and foundations.

C3 Grantmaking is operationalized by a Program Officer who implements and manages all funded activities, taking direction from the PAB. The C3 Grantmaking program officer will manage a portfolio of grants that includes support for research, data collection, case studies, communications, and outreach projects, convenings, toolkits and other types of activity prioritized by the advisory board. The C3 grantmaking portfolio is global in scope and spans diverse geographies, sectors, asset classes, and investor types. Through this work, the program officer will gain exposure to a wide range of impact investors, foundations, academics, and peer networks.

The PO will be supported by an expert consultant who will focus on community-building and networks, communications and strategic review and planning. The expected duration of this assignment is 15-18 months starting around November 2022.

The ideal candidate for this position is a detail-oriented problem-solver, someone who is energized by implementing a strong, effective grant-making program focused on building infrastructure bringing

¹ As detailed in a 2019 [report](#) from the consulting firm Tideline, catalytic capital is defined as debt, equity, guarantees, and other investments that accept disproportionate risk and/or concessionary returns relative to a conventional investment to generate positive impact and enable third-party investment that otherwise would not be possible.

access to capital to communities that mainstream finance has not always been able to serve. The work demands someone who is excellent at delivering in a fast-moving, continuously evolving environment. Strong collaboration skills and a commitment to making a difference in the world of impact investing are essential.

This position is full-time and remote, reporting to the Chair of the Project Advisory Board, who will provide guidance and relevant background information as needed at all times.

Key Responsibilities and Tasks

Governance, Grantmaking Approach, and Program Management

- As needed, work with the advisory board and fiscal sponsor to implement and improve the existing governance process that aligns with NVF, including navigating the compliance considerations of a fiscally sponsored project with multiple institutional funders and high public visibility. This work also includes setting meeting agendas, preparing materials, facilitating such meetings and documenting decisions and takeaways as appropriate for Strategic Partner, Project Advisory Board and grantee and contractor partner.
- Offer input and analysis as the advisory board refines the C3 Grantmaking strategy (and, if appropriate, guidelines) based on experience and learning.
- Maintain and update an overall workplan for C3 Grantmaking (including elements such as key activities, timelines, deliverables, and responsibilities), reporting on status and progress for the advisory board.
- Manage C3's documentation system, ensuring that it is updated and properly shared with all necessary actors.
- Map C3's network of relationships through CRM software, supporting effective engagement of the broader impact investing ecosystem.
- Support project in ensuring that project activities are consistent with NVF bylaws, policies, and any legal and other requirements.
- Work with NVF on negotiating grant program fees and other terms and services

Support for C3 Grants and Contracts

- Gather summary and background data on recommended awardees to support efficient decision-making and execution processes.
- Ensure the completion of grant documentation, including award documentation and necessary legal documents, coordinating with NVF as needed.
- After grants are approved, ensure that the documentation, disbursement, and reporting requirements for each grant are completed with NVF help and communicated efficiently, and the C3 Measurement, Evaluation and Learning (MEL) Partner retained by the MacArthur Foundation.
- Support effective communication of reporting requirements, timelines and other relevant grant awardee information as needed.
- Monitor awardee reporting progress/deliverables relative to documented award agreements, and monitor and work to maximize emergent opportunities that arise via ongoing relationship management.
- Provide support around communicating new opportunities to existing partners and broader stakeholders.

- Serve as first point of contact for grantee and consulting partners in ongoing project management and communications.
- Play a role in the proposal solicitation and review process for any new grant or contract opportunities, including:
 - Coordinating the process of setting up mechanisms for interested parties to submit proposals/grant ideas through NVF channels.
 - Supporting programmatic work related to prospective grants and answering questions from applicants.
 - Supporting the project in coordinating and staffing the process to accept and document proposals, evaluate workplans, undertake due diligence, and select grant recipients.
- Proactively develop and staff ongoing coordination among grantees to promote collaboration and communication
- Support project in efforts to ensure integration of a justice, equity, diversity and inclusion lens into all aspects of C3 Grantmaking.

Ongoing Coordination with the NVF Team

- Undertake financial management activities, such as managing C3 Grantmaking financials and other relevant tasks.
- Manage C3 Grantmaking compliance and reporting, including reviewing project activities to ensure they are consistent with NVF bylaws, policies, and any legal and other requirements to direct any needed changes.
- Other pertinent tasks as required by NVF.

Learning, Influence, and Impact

- Gather information on grantee and partner activities as needed to assess the performance of grants against identified goals.
- Provide significant support to C3 Communications effort in collaboration with C3 Senior Consultant, including in tasks such as tracking key outputs emerging from funded work, obtaining content from partners to feature new findings, and helping line up outputs and public pieces over a 12-18 month period.
- Support process of development of the C3 website and dissemination of grant and contract results through various partner websites.
- Regularly monitor industry research and activities that are germane to C3 grantmaking areas of focus.

Skills, Experience, and Core Competencies

Skills and Experience

- 2-5 years of relevant work experience.
- Bachelor's degree required. Masters Preferred
- Interest in and some experience with the field of impact investing
- Experience either working on a foundation or for a nonprofit organization in a role that assists with grants administration and/or relationship management.
- Commitment to follow-through and attention to detail

- Proficiency with computer systems and databases, experience with Salesforce preferred but not required.

Core Competencies

- **Communication:** Excellent interpersonal abilities; good listening skills; excellent writing and verbal skills; assertiveness in presenting ideas; fluency in technical investment language and concepts.
- **Project Management:** Strong project management skills; can clearly communicate team priorities and timelines to keep a group on task; meets deadlines; sense of urgency and responsibility; ability to multi-task and work under pressure; detail oriented.
- **Stakeholder Management:** Ability to coordinate and work effectively with multiple, high-level stakeholders.
- **Integration:** Accesses functional and substantive expertise; demonstrates inclusiveness and collaboration.
- **Flexibility:** Thrives in a collaborative working culture, comfortable with uncertainty as well as quick acceleration of project development when needed.

Compensation, benefits and job details

The salary range for this position is between \$85,000 – \$100,000/year, depending on experience. The New Venture Fund, the fiscal sponsor of C3 Grantmaking, has a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance; 3% automatic contribution and a 3% employer match on 401(k) contributions; pre-tax transportation benefits; and paid holiday, vacation, sick, and volunteer time off.

All employees of NVF are required to complete weekly timesheets. This is a full-time (40 hours/week) position. The overtime status and this position are “exempt”.

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org

How to Apply

Please send a resume and cover letter to C3 Grantmaking (c3grantmaking@newventurefund.org) at the latest by 5:00 p.m. CST on Wednesday, October 26, 2022. Please note: applications will be reviewed on a rolling basis.

Hiring Statement

C3 Grantmaking is a project of the New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grantmaking programs. NVF is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. NVF’s work environment is safe and open to

all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.