

## POSITION ANNOUNCEMENT

# Program Officer, Education

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## SUMMARY

The Program Officer implements the Walter and Elise Haas Fund's Linked Learning and College & Career Pathways strategy for education grantmaking, with responsibility for all aspects of grantmaking, community engagement, and learning. A facilitator of networks, the Program Officer works with the executive director, the board of trustees, staff, grantees, and external partners and the community. The Program Officer actively participates in strategic planning and evaluation and leads the development and implementation of the strategy in a learning laboratory environment.

With a grounding in Bay Area public education, nonprofit, government, and private sectors, the Program Officer leads, designs, convenes and facilitates programs, collaborations, and partnerships that advance the Fund's intention to ensure public school students are prepared for college, career, and civic life.

The Program Officer promotes and supports the work of the Fund's grantees, engages a broad set of stakeholders aligned with the Fund's mission, and connects to initiatives led by the people served by the Fund's grantmaking.

The position is exempt, full time (40 hours per week), paid on a salary basis, and reports to the Executive Director.

## SALARY RANGE

\$100,000 - \$135,000 depending on experience.

## BENEFITS

The Fund provides employees and their dependents with 100% employer-paid medical, dental, and vision insurance. The Fund contributes to employee retirement plans at an amount equal to 15% of salary. Additional employer-paid benefits include life insurance, short- and long-term disability insurance, and long-term care insurance. Employees accrue paid sick and vacation leave, and paid holidays.

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### **RESPONSIBILITIES**

#### **STRATEGIC PLANNING, INITIATIVE DEVELOPMENT AND EVALUATION**

- Facilitates a network of internal and external partners to design, test, learn, iterate, and focus the foundation's strategic plan for education grantmaking
- Develops and applies grant guidelines reflective of the strategy; creates space for continuous improvement based on external feedback from grantees and close external partners
- Formulates partnerships with other grantmakers, nonprofits, community organizations, and the business community to respond to the needs of grantees and the communities the Fund serves
- Develops a grants portfolio and manages a grants budget
- Works closely with other Fund staff to maximize opportunities for collaborative grantmaking
- Works with grantees, the executive director, other Fund staff, and close external partners to develop evaluative models to assess the effectiveness of the grantmaking strategy, and measure progress towards goals
- Identifies the need for consultants for strategy implementation and assessment; plans the scope of work; and manages contracts

#### **PROPOSAL REVIEW, PROCESSING, AND GRANT MONITORING**

- Reviews letters of inquiry from a wide range of constituents, invites and reviews proposals, conducts due diligence
- Prepares concise, analytical written presentations for board dockets
- Keeps applicants informed of the status of their proposals during the review process
- Reviews and responds to reports from grantees, monitoring and evaluating their progress
- Maintains an ongoing and helpful relationship with grantees and serves as a resource
- Works with program associates, the grants manager, and other staff to ensure that grant records are complete and connected to the Fund's learning and impact objectives

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### **LEARNING LAB COORDINATION**

- Builds a learning community and collaborative action among grantees, funders, and other stakeholders
- Creates tools and publications based on learning and evaluation; produces presentations and webinars as appropriate
- Measures impact, oversees evaluation efforts, facilitates the regular collection and reporting of participant impacts, assists grantees in outcome measurements that inform the Fund's strategy assessment
- Manages and coordinates an external advisory council to ensure effective grantmaking
- Listens to what youth, teachers, and parents are saying about the public education system and supports these communities to achieve collective goals
- Engages with grantees, external consultants, classroom educators, education and community leaders, research and data scientists in efforts that lead to strategic insight
- Develops projects in partnership with the grassroots (and grasstops) nonprofit community, colleagues in philanthropy, and government
- Convenes focus groups, learning circles, and other events among potential grantees, existing grantees, and colleagues in philanthropy and other sectors

### **COMMUNICATION**

- Makes presentations to the board, including program plans, recommended grants, and program updates and/or reports
- Is an effective spokesperson for the strategy across philanthropy, nonprofit, community, government, and business sectors, able to deliver clear messages, listen intently, and engage these diverse audiences
- Creates stories that catalyze sector and community conversations and illustrates community power and impact for and by communities served
- Is transparent about grantmaking priorities and practices; assists grantseekers with specific information about the Fund's priorities; helps grantseekers navigating the broader sector of philanthropy

### **INTERNAL COLLABORATION & COMMITMENT TO THE TEAM**

- Contributes to teamwork and shares responsibility for advancing the Fund's mission by exhibiting excellent listening and communication skills, balanced and reasoned approaches to problem-solving, an ability to inspire trust and confidence among peers, and flexibility and openness to differing points of view
- Serves as a resource within the Fund, collaborating across programs and supporting the professional development and continuous learning of peers

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- Contributes to a shared knowledge base of the Fund's policies, grantmaking, and learning
- Works with staff on grantmaking, grant monitoring, and special projects
- Informs the performance and annual review process for staff
- Engages in personal and professional development to bring the best tools and talents to the Fund's work, and to provide local, regional, statewide, and national contexts

### **KNOWLEDGE, SKILLS & ABILITIES**

- Experience working in support of public education, college and career readiness, and/or youth development, preferably in a leadership role
- Strong knowledge of issues facing education in a local, regional, statewide, and national context, as well as an awareness of trends in the field of education, particularly those that address the racial and economic achievement gap in the public education system
- Ability to work effectively with diverse groups, ranging from the board of trustees to grassroots practitioners
- Experience facilitating steering committees, task forces, and networks
- Strong understanding of a broad range of disciplines and organizations related to relevant social policy issues
- Ability to develop strategic approaches to complex social policy
- Ability to play the combined roles of objective evaluator and sympathetic observer
- Excellent research, writing, and oral presentation skills
- Excellent judgment
- Ability to explain one's decision-making processes, and synthesize complex information into straightforward recommendations
- Ability to maintain confidentiality and exercise discretion in communication
- Ability to work independently and as member of teams
- Strong organizational skills, providing extreme attention to detail and completing work in a thoughtful, timely, and accurate manner
- Complete digital literacy

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### **PROFESSIONAL CHARACTERISTICS**

- Strong alignment with the Fund’s values and a professional reputation for being informed, collaborative, imaginative, and humble
- Flexible, collaborative, and willing to assist others
- Participative and collaborative work style
- Able to give and receive feedback
- A sense of teamwork, community, integrity, and humor
- Strong commitment to the social sector with a keen understanding and respect for the challenges non-profits face raising funds and sustaining their operations, especially grassroots organizations led by impacted communities
- A life-long learner with an orientation to leadership through service
- Passionate about work that inspires and adds value to a community

### **WORK SETTING**

The Fund is co-located with two other nonprofit organizations on the third floor of an historic building in San Francisco, California.

- The Program Officer work area is an individual office adjacent to a common work area.
- Work areas are wheelchair-accessible.
- The office is dog-friendly and often has trained dogs accompanying staff members while at work.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the Program Officer is regularly required to sit and to use a computer keyboard. The Program Officer frequently is required to talk or hear and use a telephone. The Program Officer must occasionally lift and/or move up to 25 pounds. The position requires a level of energy adequate to work from 8:30am to 5:00pm Monday through Friday, with flexibility to attend evening and weekend meetings and travel domestically for conferences and meetings.

### **HOW TO APPLY**

To apply, submit, via email to [hr@haassr.org](mailto:hr@haassr.org), a cover letter connecting your experience to this opportunity and your resume. We accept Microsoft Word or PDF attachments only (one combined PDF file is preferred). Resume review begins immediately.