

STUART FOUNDATION

INVESTING IN CHILDREN & YOUTH

POSITION ANNOUNCEMENT

SENIOR PROGRAM OFFICER, EDUCATION

JANUARY 2011

THE STUART FOUNDATION

The Stuart Foundation is a private family foundation based in San Francisco.

The Foundation invests financial resources and staff time in a coordinated set of programs, activities, research, and policy analysis to improve opportunities for children and youth to become self-reliant, responsible, and contributing members of their communities.

The Foundation works toward the development of effective education and child welfare systems in California and Washington so that all levels of these systems have the capacity to provide opportunities for all students to be engaged, learn and achieve in school, and develop the skills, knowledge and ability to be successful in further education or career choices. The Foundation supports programs and practices as demonstrations for system-wide dissemination that will inform policy. The Foundation supports selected school districts and systems of schools that provide comprehensive and integrated educational and developmental opportunities for young people and that consciously apply youth development principles in their work.

The Foundation's work to improve systems in support of children and young people is intended to result in positive impact for all children and youth. The Foundation also recognizes that there are many children and young people who face much more challenging circumstances and who do not have families with the capacity to meet their developmental and educational needs. Therefore, the Foundation specifically directs significant resources, energy and staff to provide support to those in the child welfare system and may identify other populations for concentrated effort in the future, particularly those who may be most likely to benefit from additional support.

The Foundation has an asset base of \$450 million, a staff of 23 and charitable contributions of approximately \$21 million per year for the benefit of children and youth in the states of California and Washington.

POSITION SUMMARY

The Senior Program Officer, Education, is responsible for program implementation, management of the grants portfolio, management of projects, program evaluation, and supervision of a Program Associate. The Senior Program Officer works closely with the Foundation's Education Team and reports to the Vice President, Program & Operations.

RESPONSIBILITIES

IMPLEMENTATION OF PROGRAM STRATEGY

- As a senior member of the Education Program Team, takes on significant responsibility for the development and implementation of the program strategy.
- Works closely with the President and Vice President, Programs & Operations to develop annual plans for the program that clearly outline goals, strategy, activities, and resource requirements.
- Contributes to the development of measures of program impact and to the periodic assessment, implementation, continuous development, and analysis of progress toward the goals and outcomes of the Foundation's strategy.
- Maintains current knowledge of education policy, research and practice.

DEVELOPMENT and MANAGEMENT of GRANT PORTFOLIO

- Develops a cohesive portfolio of grants that, in conjunction with other activities, accomplishes program objectives.
- Identifies organizations and/or agencies that have the capacity and position to carry out elements of the program's strategy and further objectives of the program.
- Reviews letters of inquiry and manages the grant application and evaluation process.
- Ensures that all grants administration policies and procedures are carried out in a timely way.
- Provides high level of customer service for existing and prospective grantees through transparent, accessible, and open dialogue about the Foundation's strategy and prospective projects.
- Keeps grant applicants informed of the status of their proposals during the review and development process.
- Prepares written analysis of grant recommendations for the file, for internal review by program team, and for the Board docket.
- Maintains an open, ongoing relationship with grantees to assess the progress of grants and assist the grantee with challenges involved in implementation.
- Monitors grantee expenditures and operating capacity in meeting the goals of the grant; evaluates any changes proposed to plans and budget and ensures that such changes are documented in the file.

- Monitors grantee reporting and third party evaluations, when applicable; ensures that grantee reports are received when due; reviews grantee reports and provides documentation in files according to Foundation policies and procedures.
- Reviews monthly grants management reports and prepares reports for the Vice President, Program & Operations.
- Ensures that grant files are complete and contain documentation according to Foundation policies and procedures.
- Partner with grantees to craft or refine program goals, outcomes, and performance measures.

PROJECTS, ADVISORY COUNCILS and COLLABORATIONS

- Identifies opportunities to enhance the program's effectiveness through collaborations and partnerships with public agencies, practitioners and other funders.
- Contributes to planning and development of projects and advisory councils.
- Identifies opportunities to use convenings to support program objectives; oversees the planning and implementation of program convenings.
- Provides grantees with information and connections to other Stuart grantees that can enhance the successful implementation of their program.

PROGRAM EVALUATION, KNOWLEDGE MANAGEMENT and COMMUNICATIONS

- Completes periodic assessment of progress toward program objectives and recommends to the Education Team changes and updates to the program strategy.
- Implements reviews of grant clusters and closing reports.
- Responsible for the development and implementation of knowledge management systems for the Education program.
- Contributes to the preparation of communications materials and supports implementation of the Foundation's communication plan for its work in Education.

COMMUNICATION with BOARD

- Effectively communicates program goals and implementation plans to the Board regularly, both in writing and in presentations; clearly articulates strategy and funding rationale.
- Prepares written grant recommendations and supporting materials for the Board docket.
- Participates in the identification and coordination of Board meeting program presentations and site visits.

- With Education team members, makes periodic presentations about aspects of the program.

SUPERVISION

- Supervises the work and activities of the Program Associate, clearly communicating expectations and ensuring that the Associate is informed about the work of the program and the Foundation.
- Provides ongoing feedback about job performance and timely written performance appraisals in accordance with Foundation procedures.

INTERNAL TEAMWORK

- Contributes to the development of a supportive and collaborative work environment through active participation in internal collaborations, teams and activities.
- Serves as a member of the Program Team and other ad hoc teams to improve the effectiveness of the Foundation in carrying out program and Foundation plans.

QUALIFICATIONS

- Seven or more years of increasingly responsible professional experience in a philanthropic or grantmaking organization, non-profit, and/or public or private agency with a focus on and commitment to the field of public education. Experience working in the public education system is a plus.
- Excellent communication and analytical skills, including the ability to conduct research; make public presentations; write concisely under deadline; and to organize report material and translate its content and data into clear, accessible language.
- High standards of professionalism and integrity, and a commitment to quality and excellence in all aspects of job performance.
- Strong conceptual and analytical abilities and capacity to manage multiple projects concurrently.
- Capacity to be entrepreneurial, work independently, take initiative, and be solution-oriented.
- Ability to thrive in a flexible and adaptive team structure with an intense focus on excellent customer service for internal colleagues and external customers.
- Capacity to work effectively in a fast-paced deadline-driven environment.
- Ability to analyze nonprofit and public agency budgets.
- Flexibility and a “can do” attitude, and a willingness to assist others as needed.

- Willingness to travel as needed throughout the states of California and Washington (approximately 20 to 25 percent).
- Computer proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Experience with Adobe Creative Suite (particularly InDesign) and grants management database systems is desirable.
- An advanced degree in education or similar graduate degree preferred.

COMPENSATION

The Stuart Foundation provides a competitive salary commensurate with qualifications and experience and an excellent benefits package.

PROFILE

The Stuart Foundation's Senior Program Officer for Education plays an integral role in the Foundation's Education Team, carrying out the Foundation's grantmaking strategy to best utilize philanthropic funding to support system-wide improvement of public education systems. The Foundation has set ambitious, long-term goals which will require a high level of energy and commitment to internal and external collaboration, and a clear sense of urgency to work toward transformation of educational practices and policies that advance student engagement, learning, and achievement. The Foundation's organizational values and management approach require all staff to work in a cooperative, team-oriented fashion. The Senior Program Officer will be expected to support a collaborative organizational culture that supports this philosophy.

APPLICATION PROCESS

Interested applicants should send a letter of interest and a resume to David Barlow, Vice President, Finance & Administration at:

Job200@stuartfoundation.org

The position is now open. Review of applications will begin with resumes received by Friday, February 4, 2011, and will continue until the position is filled.

The Stuart Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. Foundation policy prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, military service, legally protected medical condition or any other consideration made unlawful by federal, state or local laws.