JOBTITLE: Program Officer (Education)

REPORTSTO: Vice President of Programs

POSITION SUMMARY
Houston Endowment Inc. (the “Foundation”) seeks an experienced educational and community leader to join our team as a Program Officer (the “Program Officer”). The Program Officer will work proactively to identify grants that offer people in the greater Houston region the opportunity to thrive. We are looking for someone who understands the conditions necessary to create and support a system that provides all children with the opportunity to enjoy post-secondary success in the greater Houston region and will partner with those working in the community in developing initiatives to support such opportunities.

KEYRESPONSIBILITIES
The Program Officer’s role includes the following:

• Work with the leadership team to develop and oversee the Foundation’s strategies, consistent with the direction set by the Board of Directors (the “Board”)
• Represent the Foundation in collaborative relationships with current and prospective grantees, other funders, philanthropic organizations and community stakeholders, as well as at state and national meetings
• Participate in educational and related activities to further knowledge and understanding of issues and opportunities
• Identify proactively those grants that have the potential to advance the Foundation’s goals
• Maintain relationships with other funders in the community; when appropriate, assist grantees, funders and other community organizations with conferences, meetings and coordination around issues of mutual interest
• Develop a network of peers in the field as a potential source of new ideas and/or strategies the Foundation may want to pursue
• Conduct appropriate due diligence of applying organizations thorough phone interviews, site visits and research, and analysis of relevant programmatic and financial information on the organization and its leadership
• Prepare grant recommendations to be presented to Foundation’s executive leadership and the Board.
• Ensure that funding strategies address community needs and align with Foundation goals
• Review and refine strategic direction by seeking and analyzing information, trends and best practices related to topics of importance. Create and execute new programs to address gaps in the field
• Prepare strategy papers and other written materials for the Foundation’s executive leadership and Board
• Analyze grantee reports and updates and maintain appropriate level of grantee engagement according to the risk and/or strategic significance of related investments
• Share knowledge gained from evaluation process with colleagues and use to inform future grantmaking
• Contribute thoughtfully to a meaningful evaluation of recommendations to the Board, both for individual grant requests and more general program activities
• Participate in Foundation committees/special projects, as appropriate
• Collaborate with Grant Managers and Finance to ensure that grants are processed effectively, in a timely manner, and in full compliance with all applicable rules, regulations and internal processes
• Treat colleagues with respect and understand the important role that others have in the Foundation’s mission and daily operations

DESIREDQUALIFICATIONS
• Bachelor’s degree required; Master’s preferred
• A minimum of five years of related work experience in identifying successful enterprises and working well with multi-dimensional challenges
• Familiarity with the nonprofit, philanthropic or foundation sector a plus
• Excellent written and oral communication skills, including the ability to make complex issues understandable and relevant to external audiences
• Track record of success in developing new ideas and programs and building commitment among stakeholders
• Experience working with a variety of stakeholders including charitable organizations’ executives and boards of directors and the communities they serve

KEY ATTRIBUTES AND COMPETENCIES
• Excellent written and oral communication skills
• Detail-oriented and highly motivated
• High emotional intelligence and self-awareness, seeking and acting on feedback and gaining insight about personal effectiveness
• Demonstrated ability to effectively participate in a multidisciplinary team environment
• High tolerance for ambiguity and an ability to thrive and adapt in an environment of growth and change
• Ability to prioritize projects, meet deadlines, and support others in doing the same
• Commitment to diversity, equity and inclusion
• Passion for supporting the Foundation’s efforts to improve quality of life for the people of greater Houston
• Knowledge of the region’s challenges and opportunities
• Proactive approach to issue identification and resolution
• Ability to switch between strategic and practical thinking
• Excellent judgment, integrity and commitment to personal responsibility and accountability

COMPENSATION
Salary will be set in accordance with the successful candidate’s experience. In addition to salary, the candidate will be eligible for the Foundation’s comprehensive employee benefits programs, including health, dental and vision plans, time off, life insurance, short- and long-term disability as well as matching 401(k) and pension retirement plans.

TO APPLY
Send resume and cover letter to employment@houstonendowment.org.

We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.