



CALIFORNIA COMMUNITY FOUNDATION

Position Announcement

Program Officer – Education

The Foundation

The California Community Foundation is L.A.'s foundation. We've been around since 1915 and have more than \$1 billion in assets. As the 53rd largest foundation in the nation, we grant out the second biggest proportion of our assets – 17 percent – among U.S. foundations. In fiscal year ended June 30, 2009, we granted \$191 million as investments in the future of our local communities. We have more than 1,600 funds whose donors chose us because of our personal service and expertise. To learn more, visit myccf.org.

The Position

Reporting to the Director of Grants, the Program Officer – Education is an integral member of a 14-person team that enables CCF to carry out its programs and grantmaking activities in an accessible, fair, and thoughtful manner. The position requires leadership skills and significant experience in the design and management of programs, services and public policies related to closing the achievement gap among English language learner and low-income students in Los Angeles County's public school systems.

Major Responsibilities:

- **Program Development and Management:** Develops and implements the overall grantmaking strategy, goals and activity components in key program areas of the foundation, under the direction of the Director of Grants. Designs, reviews and revises program goals, strategies, outcomes and indicators periodically, and oversees the evaluation of selected grants and grant clusters. Maintains depth and expertise in the foundation's areas of interest, and major policy reform efforts and initiatives that impact these issues in Los Angeles and California.
- **Proposal Review:** Reviews and analyzes proposals, utilizing written materials including analysis of financial information, site visits and interviews with other funders and relevant agencies. In addition, funding requests will be compared with what is known in the field of the proposed program. Prepares and presents written and oral analyses of grant requests for CCF staff, Board of Directors ("Board"), donors, and/or committee members. Works directly with grant seekers to provide clarification of CCF priorities, direction regarding application procedures, and feedback on proposals.
- **Grant Monitoring:** Monitors the grant process, including the production of grant agreements, progress reports, payment requests, and other related correspondence and meetings with grantees. Works with grantees to strengthen their ability to report results by using effective outcome measures, in order to assist CCF to better assess the impact of its grants.
- **Research and Special Projects:** Conducts research and analyzes trends on issues or concerns of importance to CCF through written materials, interviews, community meetings, computer networks, or other useful vehicles. Presents findings in written and/or oral formats. Designs, manages and facilitates special projects for CCF and leads project working teams to ensure a thoughtful and reasonable process, timely preparation and coordination of key activities and materials for grant panels, Board committees and/or Board meetings.
- **Community and Donor Relations:** Represents CCF on different committees, commissions, task forces and boards. Participates in activities of the philanthropic field to enhance CCF operations, as well as those of the field. Works with donor relations and marketing/communications staff to develop and implement special initiatives to engage donors in partnering with the foundation to address critical community issues. Prepares information for donors and/or meets with donors to refine their giving preferences. May also staff one-time, periodic or ongoing grantmaking processes associated with donor-advised funds and supporting organizations.

Qualifications:

Experience: Track record of at least eight years of related grantmaking and/or program design and management experience required with a minimum of five years working on education issues in the nonprofit, public and/or philanthropic sector. Experience in managing consultants and leading project working teams to achieve results is essential.

Education: A Master's-level degree in a field related to the primary funding areas of the foundation.

Technical Knowledge: Demonstrated analytical capabilities and substantive knowledge of best practices in fields of interest to the foundation, familiarity with the public policy and legislative process, public and private funding streams related to the foundation's domains of work, and a working understanding of outcome measures and evaluation methodologies aimed at assessing program effectiveness.

Community Knowledge: Solid knowledge of and working relationships with Los Angeles County education institutions, nonprofit organizations and funders. Familiarity with the geography and diverse neighborhoods throughout the region. Experienced in engaging and working effectively with diverse and broad-based community constituencies.

Convening and Facilitation Skills: Experienced in facilitating meetings and group processes for the purposes of fact-finding, decision-making, peer learning and problem solving.

Communications Skills: Demonstrated excellence in writing skills, with the ability to write clear, concise analyses and narratives. Experienced in preparing and delivering public presentations, and ability to comfortably interact with diverse audiences including donors, Board members, civic leaders and nonprofit and community groups. Conversational fluency in a second language is highly desirable.

Technology Skills: Proficiency in Microsoft Office applications and prior familiarity with database programs is essential.

Project Management Skills: Excellent organizational skills and attention to detail. Ability to manage projects, prioritize work effectively and adjust to multiple demands.

General: Highly motivated, with the ability to work independently, take initiative, participate as an effective team member and follow tasks through to completion.

Compensation

This is a full-time exempt position. Salary is dependent on experience. A generous benefits package is provided to all full-time staff. Please note that relocation and interview travel costs cannot be reimbursed or paid by the foundation.

To Apply Send All of the Following:

- 1. A letter of interest explaining your relevant experience and how your background qualifies you for this position**
- 2. Your resume**
- 3. Your salary history for the past five years and your salary requirements**

By email to: selectioncommittee@ccf-la.org

Please reference “Program Officer – Education” in the subject line of your submission.

Faxes will be accepted at (213) 383-2046, but emails with attachments in MS Word or pdf format are strongly preferred. No phone calls, please.

The California Community Foundation is committed to diversity. Minority candidates are encouraged to apply.