

JOB POSTING

TITLE: Program Officer - Policy
DEPARTMENT: Entrepreneurship
REPORTS TO: Director of Policy
DATE: November 2018

BACKGROUND

The Ewing Marion Kauffman Foundation was established in the mid-1960s by the late entrepreneur and philanthropist Ewing Marion Kauffman. Based in Kansas City, Missouri, the Kauffman Foundation is among the largest foundations in the United States with an asset base of approximately \$2 billion.

The Foundation's vision is to foster "a society of economically independent individuals who are engaged citizens, contributing to the improvement of their communities." In service of this vision, we focus our grant making and operations on two areas – education and entrepreneurship – which our founder, Ewing Kauffman, saw as two ends of a continuum. A quality education is the foundation for self-sufficiency, preparing young people for success in college and in life. Many young adults will work in businesses started by entrepreneurs. Some will become entrepreneurs themselves, providing jobs and wealth for society.

Our mission:

To help individuals attain economic independence by advancing educational achievement and entrepreneurial success, consistent with the aspirations of our founder, Ewing Marion Kauffman.

RESPONSIBILITIES

The Program Officer will manage a portfolio of grants and programmatic activities designed to improve public policy for entrepreneurs. This position will also provide in-house policy support and guidance to members of the Entrepreneurship Department.

Specific responsibilities include:

Manage all aspects of grantmaking related to entrepreneur advocacy and policy.

- Identify and develop grant opportunities, review proposals, and present proposals for consideration.
- Rigorously evaluate potential grantees based on strategic fit, organizational capacity, and financial standing.
- Establish grantee performance goals in collaboration with grantees and Foundation colleagues.
- Craft clear, concise, and persuasive recommendations for grant funding.
- Manage forecast spending and budget planning on all grants; determine reporting requirements and payment schedules.

- Monitor and evaluate grantee performance through analysis of outcome data, budgets, grantee reports, and site visits.
- Identify grantee challenges and develop recommendations for interventions.
- Synthesize and communicate lessons learned from grant portfolio.
- Report grant status updates and prepare reports and information for board meetings.
- Work collaboratively with other departments within the Foundation to move grant requests from intake to award letter.

Design and execute initiatives to advance Kauffman Foundation policy objectives.

- Produce written content to advance Public Policy Strategy.
- Manage projects and assist with event planning.
- Assist with policymaker education and advocacy initiatives.
- Monitor and track legislative and policy developments to inform Entrepreneurship team of opportunities and challenges.
- Analyze multiple viewpoints and exercise sound judgment in decision-making.

Convene multiple stakeholders and interests in alignment with Kauffman Foundation policy objectives.

- Meet regularly with Market Gaps, Ecosystems, New Entrepreneurial Learning, Innovation & Design, and Knowledge Creation & Research teams to develop detailed understanding of the work each team is doing and identify intersections with public policy.
- Design and execute initiatives in collaboration with the Policy Director to meet identified policy needs of Entrepreneurship team members.
- Build and maintain relationships with key policymakers and other stakeholders.
- Facilitate, manage, and track Entrepreneurship Department – policymaker interactions.
- Represent the Foundation in meetings with policymakers and at conferences and other events, including taking relevant speaking engagements.

EDUCATION/EXPERIENCE/SKILLS

Education: Bachelor's degree in liberal arts, political science, public administration, business, economics or related area of study preferred or equivalent years of experience.

Work Experience: Minimum four years of increasing responsibility in government, public policy, government relations, community organizing or advocacy.

Travel: This position may require up to 25% business travel with the possibility of international travel.

QUALIFICATIONS

Qualified candidates for this position must be highly motivated, capable of self-directed work, detail-oriented, and able to work collaboratively across teams and departments. Incumbents must exhibit a keen sense of responsibility and enjoy working with multiple demands, shifting priorities, and constant change.

A successful candidate profile:

- Knowledge and understanding of public policy and how policy is developed and implemented.
- Ability to synthesize complex information into concise summaries that can be acted upon.

- Ability to work well with others in a team environment but also comfortable working alone on projects.
- Capable managing externally-facing projects and engagements.
- Strong interpersonal communication skills, including being a good listener.
- Strong writer and attentive to detail.
- Confident in his/her abilities, but open to learning.
- Experience working with a network of grassroots advocates and/or coalition building.
- Familiarity with entrepreneurship policy.
- Existing relationships with policymakers.
- Should have a personal values system that encompasses the highest standards of humility, humor, stewardship, respect, excellence, openness, and professional ethics reflective of the Kauffman Foundation.

All of the statements in this position description are intended to describe the general nature of the work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. This document describes the position currently available. The organization reserves the right to modify job duties or job descriptions at any time.

COMPENSATION

A competitive compensation package, including base salary and an outstanding benefits package will correspond to the experience level, credentials, and skills of the candidate.

NON-DISCRIMINATION

The Kauffman Foundation firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal, state or local law.

TO APPLY

Interested applicants can apply for this position by submitting a cover letter and resume to resume@kauffman.org.

Resumes and cover letters should be submitted in this fashion, please. (last name, first name, resume OR last name, first name, cover letter).