

**JOB POSTING**

TITLE: Program Officer  
DEPARTMENT: Education  
REPORTS TO: Senior Program Officer  
DATE: June 2019

**BACKGROUND**

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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 grantmaking 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**

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The Program Officer will support Real World Learning and other education-focused initiatives through program development, project management, building relationships, and conducting research. The Program Officer is expected to work on assignments in a manner that is consistent with the philosophy of the Foundation.

*Specific responsibilities include:*

Grantmaking responsibilities

- Manage a diverse grant portfolio with strong emphasis on programmatic impact, quality, and stewardship.
- Identify and rigorously evaluate potential grantees and proposals based on strategic fit, potential scalability, and financial and organizational capacity.
- Develop clear, concise, and insightful written recommendations for grant funding.
- Establish goals, metrics, and payment and reporting schedules for grants.
- Work collaboratively with internal support teams (Grants Administration, Legal, Public Affairs, etc.) in all aspects of moving a grant request from intake to commitment letter.
- Manage budget planning and forecast spending on all grants.

- Monitor grantee performance through:
  - Formal grant reporting on metrics, spending, and learnings.
  - Regular informal grant updates (site visits, meetings etc.).
  - Identify grantee challenges and modify grants to ensure advancement of strategic goals.
- Prepare grant requests and status updates on board-level grants.
- At grant closure, provide clear and insightful written analysis on strategic and operational learnings to inform future grantmaking.

#### General position responsibilities

- Possess content knowledge on issues that are of interest to the department. May be asked to provide leadership on a specific subject, while developing expertise on a broad range of issues.
- Build key partnerships: act as a catalyst, colleague, and advocate who is dedicated to educating groups on Kauffman initiatives and engagement.
- Perform or assist with research or landscape analysis to determine potential funding opportunities that are in alignment with the strategic goals of the department.
- Create opportunities to embed learning into the education team's culture.
- Represent the Foundation at education-related events.
- Identify and support work regarding emerging trends and improvement initiatives in education.
- Serve as thought leader for the Foundation, serve on related committees, and represent the Foundation and the education team at local, regional, and national meetings, conferences, and events.
- Work in a manner that is consistent with the values of the Foundation.

### **EDUCATION AND EXPERIENCE**

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Education: Bachelor's degree required (master's degree preferred) in education, business, or a related field.

Work Experience: Minimum two years of work experience in a related field. Grantmaking experience preferred.

Travel: This position may require occasional business travel.

### **QUALIFICATIONS**

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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:

- Highly motivated, detail-oriented with the ability to work independently, collaboratively, and persuasively across the education team's strategic framework.

- Excellent communications skills: well-developed verbal skills, writing and listening skills, and strong presentation skills.
- Ability to process complex concepts and strategies to communicate and package into clear and understandable language at all levels of the Foundation.
- Strong analytical skills with an ability to assimilate new information and processes quickly.
- Ability to construct logical narratives and arguments that connect grant outcomes to overall departmental goals.
- Strong analytical skills with an ability to assimilate new information and processes quickly.
- Solid interpersonal, consensus-building, persuasion, and leadership skills with the ability to quickly establish and develop credibility with diverse external and internal audiences at all levels of organizations.
- Proven organizational skills and the ability to successfully manage multiple projects simultaneously while meeting or exceeding deadlines.
- Ability to analyze budgets and financial reports.
- Solid judgment and decision-making abilities.
- Strong personal values system that encompasses the highest standards of humility, humor, stewardship, respect, excellence, openness, and professional ethics reflective of the Kauffman Foundation.
- Strong computer literacy skills, including project management, word processing, spreadsheets, and related business solutions tools.

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**

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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**

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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**

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Interested applicants can apply for this position by submitting a cover letter and resume to [resume@kauffman.org](mailto: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).*