

# HOUSTON ENDOWMENT

A Philanthropy Endowed by Jesse H. and Mary Gibbs Jones



## HOUSTON ENDOWMENT JOB POSTING

JOB TITLE: Program Officer

REPORTS TO: Vice President for 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.

### KEY ATTRIBUTES:

The ideal candidate will have good judgment; strong critical and creative thinking, analytic and leadership skills; a roll-up-your sleeves mentality; and relentless curiosity. The ability to develop strategic relationships and to develop, navigate, and manage complex grants, partnerships and collaborative efforts is critical.

### 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.

# HOUSTON ENDOWMENT

A Philanthropy Endowed by Jesse H. and Mary Gibbs Jones



- 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.

## REQUIREMENTS:

We seek a team member with experience in a relevant professional capacity who is enthusiastic about using that experience to support the Foundation in achieving its goals. The successful candidate will have relevant educational credentials and at least five to seven years of successful experience in identifying successful enterprises and working well with multi-dimensional challenges. The candidate must be able to work collaboratively with the community and as part of a team with the entire staff to further the Foundation's mission. Moreover, the candidate must have experience taking an initiative from idea to implementation. The candidate must thrive on challenges and be comfortable in a fast-paced, demanding environment.

## DESIRED QUALIFICATIONS:

- Passion for improving quality of life for the people of greater Houston.
- Excellent written and oral communication skills, including the ability to make complex issues understandable and relevant to external audiences.
- Passion for learning.
- Track record of success in developing new ideas and programs and building commitment among stakeholders.
- Ability to switch between strategic and practical thinking.
- High tolerance for ambiguity and an ability to thrive in an environment of growth and change.
- Demonstrated ability to effectively participate in a multidisciplinary team environment.
- Experience working with a variety of stakeholders including charitable organizations' executives and boards of directors and the communities they serve.
- Ability to prioritize projects, meet deadlines, and support others in doing the same.
- Excellent judgment, integrity, and commitment to personal responsibility and accountability.
- Respect for diversity and knowledge of the region's demographics.

## COMPENSATION:

Salary will be set in accordance with the successful candidate's experience. In addition to salary, the candidate will participate in the Foundation's employee benefits, including comprehensive health insurance coverage, matching 401k and retirement plans.

# HOUSTON ENDOWMENT

A Philanthropy Endowed by Jesse H. and Mary Gibbs Jones



## TO APPLY:

Send resume and cover letter to [PO@houstonendowment.org](mailto:PO@houstonendowment.org) and in the subject line, please use your last name following by "PO" (example: Smith PO).

Applications will be received until December 9, 2016. We will contact those candidates who most closely match our requirements. We thank you in advance for your interest.