



JIM JOSEPH FOUNDATION

Position: Program Officer
Position Status: Full Time, Exempt
Reports to: Chief Program Officer
Direct Reports: N/A
Location: San Francisco, CA

OUR MISSION & VISION:

Honoring the vision and legacy of its founder, the Jim Joseph Foundation is committed to the continued flourishing of the Jewish people and the culture, wisdom, and practices of Jewish life and learning. We work with grantee partners to help all Jews, their families, and their friends lead connected, meaningful, purpose-filled lives and to make positive contributions to their communities and the world.

The Foundation manages over one billion dollars of assets, using all of its resources to foster compelling, effective Jewish learning experiences for young Jews in the United States.

<https://jimjosephfoundation.org/about-us/>

JOB SUMMARY:

The Program Officer works closely with the Chief Program Officer and members of the Program Team to manage aspects of the Foundation's grant process. This role requires a passion for Jewish education and curiosity and creative energy regarding the future of Jewish education and engagement for North American young Jews. In addition to working successfully with individuals and organizations, a Program Officer must be able to support group processes effectively. Aligning with the Foundation's mission and strategies, Program Officers monitor grant implementation and ensure that grantees are complying with grant requirements and that key lessons are being captured and integrated into the Foundation's shared knowledge. As their tenure deepens, Program Officers display growing levels of content expertise and autonomy, and grow to master the tools and techniques that philanthropy can deploy to achieve impact.

DUTIES AND RESPONSIBILITIES:

Grantmaking:

- Demonstrate knowledge of and commitment to the Foundation's mission, vision, and its strategic grantmaking priorities and manage a portfolio of grants working closely with members of the Program Team.
- Actively monitor a growing portfolio of funded organizations and grant initiatives and review grantee reports and budgets. Support grantees by providing support and technical assistance.

- With increasing independence, work with the Program Team to analyze organizational goals and plans, financial data, approaches to assessing outcomes of the proposed initiatives, and other relevant information.
- Investigate potential grantees: initiate dialogue, conduct interviews and site visits, and collect all relevant information necessary for a thorough review of grant proposals.
- With increasing independence, develop and oversee preparation of grant agreements, including reporting requirements and methods of evaluation, and ensuring that grants are tracked and monitored.

Network and Partnership Building:

- Work collaboratively with Foundation team, other funders, board members, grantee partners, and outside experts on new and ongoing initiatives.
- Develop, grow, and manage strategic relationships with regional and field leaders, and share insights with colleagues that inform the work.

Project and Resource Management:

- Prepare high-quality written materials for Board review, and other written materials regarding Foundation initiatives, that communicate the alignment of grantee activities with portfolio goals and strategies, including grant recommendations and context papers.
- Contribute to the development of processes and procedures to improve the Foundation's practices.

Evaluation and Learning:

- Remain well-informed of current research, activities, and trends in the issues addressed by grantees.
- Participate actively throughout grant implementation in supporting evaluation of major grants awarded; work closely with the evaluator and grantee(s) to ensure that evaluation findings are used to guide and improve grant implementation.
- Attend convenings and occasional educational training or webinars.
- Engage in ongoing team learning. Ensure that relevant learnings from grant implementation are shared with colleagues and grantee partners.

Perform other related projects or work as required.

EXPERIENCE, EDUCATION, AND PERSONAL QUALIFICATIONS:

- Bachelor's degree required
- Good working knowledge of the organized Jewish community
- Three years experience working in Jewish communal organizations, or equivalent, preferred
- Clear trajectory of lifelong Jewish learning and passion for Jewish education
- Excellent written and verbal communication skills required; strong presentation skills preferred
- Project management and operational experience



- Excellent organizational skills and judgment; ability to prioritize work, manage time and multiple priorities, and meet deadlines; demonstrated accuracy with strong attention to detail
- Ability to work with diverse groups, flexibility in attitude, and an openness to differing points of view
- Previous experience with quantitative and qualitative data analysis and budget review
- Sound professional judgment, objectivity, tact, and humility
- Willingness to travel as required for work