



JIM JOSEPH FOUNDATION

Position: Senior 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 Senior Program Officer works closely with the Chief Program Officer and collaboratively with the Program Team, supporting the Foundation's mission and strategic priorities. The Senior Program Officer has a thorough understanding of professional grantmaking in a foundation environment, experience in working with grantees, and the financial and analytical skills to manage all aspects of a large grantmaking portfolio. This person has the skills to lead others in designing new strategies and implement new grantmaking initiatives on behalf of the Foundation. The Senior Program Officer also exhibits a passion for Jewish education, curiosity, and creative energy regarding the future of Jewish education and engagement of young Jews in the United States.

DUTIES AND RESPONSIBILITIES:

Grantmaking:

- Manage a portfolio of complex grants and initiatives, guiding and shaping the development and evolution of a set of strategy areas.
- Investigate potential grantees and grant ideas in order to make informed recommendations about investment opportunities and their potential fit within the Foundation's strategic priorities.
- Work cooperatively with grant seekers in preparing, developing, and/or revising grant requests to meet established standards. Analyze organizational goals and plans, financial data, approaches to assessing outcomes of the proposed initiatives, and other relevant information.



- Oversee preparation of grant agreements, including reporting requirements and methods of evaluation, and ensuring that grants are tracked and monitored.
- Regularly monitor new and prospective grantee-partners pertaining to portfolio of assigned projects; build and maintain ongoing relationships with grantee representatives; conduct periodic site visits; review reports and budgets.

Network and Partnership Building:

- Forge philanthropic partnerships and facilitate closer working relationships among foundation colleagues and other funding partners, both inside and outside of the Jewish philanthropy world.
- Work collaboratively with other funders, board members, grantee partners, and outside experts on new and ongoing initiatives.
- Present publicly at conferences and convenings and contribute to articles in key journals and blogs.

Project and Resource Management:

- Design and lead internal and external projects to advance the Foundation's grantmaking and non-grantmaking goals; when appropriate recruit, hire, and manage outside consultants to advance these objectives.
- Develop work plans and implement them, initiating course adjustments when necessary.
- Create project budgets and work within those budgets to implement initiatives; be a good steward for the Foundation's funds.
- Contribute to the development of processes and procedures to improve the Foundation's practices.

Evaluation and Learning:

- Participate actively throughout grant implementation in supporting evaluation of major grants awarded; work closely with the evaluator and grantee 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:

The following qualifications are representative of the high level of demonstrated skills, maturity, judgment, and ability to work with a wide range of constituencies required for this position:

- 4+ years of grantmaking experience
- Bachelor's degree required; advanced degree preferred
- Good working knowledge of the organized Jewish community; experience working in Jewish communal organizations required
- Clear trajectory of lifelong Jewish learning and passion for Jewish education
- Demonstrated proficiency in written communication, along with effective oral communication, engaging presentation skills, and interpersonal skills necessary to develop cooperative and effective working relationships with diverse co-workers, colleagues, current grantees, potential grantees, other grantor organizations, and the general public required



- Excellent organizational skills and judgment; ability to prioritize work, manage time and multiple priorities, and meet deadlines; accurate with strong attention to detail
- Exceptional quantitative and qualitative analytic and financial skills, including theoretical and data-driven research and analysis
- Demonstrated experience distilling complex information to form opinions, develop recommendations, and navigate implementation
- History of a reasoned approach to problem solving, an ability to inspire trust and confidence, flexibility in attitude, and an openness to differing points of view
- Sound professional judgment, objectivity, tact, and humility
- Able to travel regularly