

Job Description

Program Officer

Richard K. Lubin Family Foundation

The Richard K. Lubin Family Foundation was established as a charitable trust in 1986. Since its inception, the Foundation has been dedicated to improving the quality of life in the Greater Boston region. The Foundation is committed to grantmaking that creates positive change in education, medical research and clinical care, as well as music and the visual arts.

The Foundation is governed by an active and engaged board. As it looks to broaden the scope/depth of its grantmaking, the Board has recognized the need to hire a professional, start-up team that can support an ambitious grantmaking program.

The Lubin Family Foundation seeks a committed, versatile professional who enjoys playing many roles. The Program Officer is an evolving position that requires flexibility, tenacity, and a range of skills. We are looking for someone who is detail-oriented and committed to putting efficient systems and structures in place. S/he will also enjoy the challenge of helping to think strategically about new initiatives while stewarding relationships with grantees.

The Program Officer will work directly with the Executive Director and Program Director. This is a wonderful opportunity to contribute to a small, closely-knit and highly effective team.

Candidate Profile:

The Foundation is looking for a versatile self-starter who is aligned with the Foundation's values. The position requires flexibility and a range of skills:

- Collaborative approach to decision making and problem solving
- Exceptional interpersonal and communication abilities
- Ability to work collaboratively with the Foundation's staff and Board
- Strong project management skills with attention to detail and timelines
- Open, adaptable, able to juggle multiple long and short term projects and competing priorities
- A motivated, proactive work ethic with a willingness to "pitch in"
- Sense of humor and generous in spirit
- Resilient with a healthy approach to work/life balance

Responsibilities:

- Facilitate work of Program Team(s) in identifying funding opportunities within Foundation priorities and program areas
- Actively participate in setting meeting agendas, defining outcomes and tracking next steps to advance program goals

- Works with the Program Director to identify and conduct due diligence on potential grantees including interviews and site visits. Evaluates grant requests according to established guidelines
- Prepare written materials for internal and external audiences that summarize active and potential grants and effectively communicate the Foundation's objectives
- Facilitate project planning, monitoring, reporting and communications among grantees to ensure successful completion of work according to grant guidelines
- Create and maintain all pertinent documentation including requests for approval, award letters, letters of agreement
- Maintain oversight of grant management software including drafting new forms and reports as needed, input of data, track deliverables and budget
- Prepare Board materials for quarterly meetings including assisting with Executive Director and Program Director's reports, PowerPoint presentations, collation of data and materials
- Maintain and build content expertise in grantmaking areas by staying abreast of current research and data at the national and local levels
- Undertake special research projects and analysis to expand and build upon areas of focus and possible new initiatives

Qualifications:

- Knowledge and experience in the field of philanthropy to be able to identify and facilitate grantmaking opportunities
- Demonstrated commitment to social change, with experience in one of the Foundation's areas of focus preferable
- Demonstrated effectiveness at project management
- Demonstrated ability to develop and maintain effective relationships
- Outstanding written and oral communication skills
- Bachelor's degree or higher
- Efficient with standard office software programs (Microsoft Office Suite and Google Docs)

To Apply

Applications will be held in the strictest confidence. To apply, please forward a resume and cover letter describing your interest and qualifications (in Word or PDF format) to E. Catlin Donnelly & Associates at LubinProgramOfficer@ecdonnelly.com

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