



Senior Program Officer Seattle, Washington

THE SCHULTZ FAMILY FOUNDATION AND EMES PROJECT LLC

The **Schultz Family Foundation** and the **emes project LLC** were created by Sheri and Howard Schultz with the shared mission of creating greater opportunity accessible to all.

In partnership with nonprofits, businesses, and governments, emes and the Foundation are focused on developing and investing in entrepreneurial, cross-sector solutions designed to build more equitable systems; foster our common bonds; strengthen our democracy; and create life-changing opportunity for people and communities who have historically been at the margins of our country's promise.

Addressing the systemic issues and policies that have been at the root of the national decline in upward mobility and felt opportunity, particularly for Black, Indigenous, and other communities of color, is central to the Foundation's work.

"The Schultz Family Foundation is committed to lifting the human spirit and bringing possibility to everyone, regardless of skin color, religion, sexual orientation, gender, or station in life. We see our nation's challenges, but we also see solutions. If we work together to unlock potential across our communities, we can build a nation that lives up to its promise."

THE OPPORTUNITY FOR YOU

The **senior program officer** (SPO) is responsible for identifying and nurturing opportunities for effecting positive systemic change within communities and executing programming efforts that are aligned with the Schultz Family Foundation's specific content areas, supporting young adults aged 16-24 from communities which have been marginalized as they transition into adulthood, improving transition and employment outcomes for junior-enlisted veterans, and forging a more inclusive economy by investing in diverse entrepreneurs. Reporting directly to the chief strategy & program officer, the SPO will first and foremost be a mission-aligned partner, collaborator, and bridge builder who will collaborate with the program team to update, plan and strategize grantmaking efforts.

Additionally, the SPO will work closely with colleagues within the Foundation, philanthropy, and the field to ensure that the Foundation leverages opportunities to address the structural inequities and barriers that have been at the root of the national decline in upward mobility and felt opportunity, particularly for Black, Indigenous, and other communities of color.

YOUR POTENTIAL IMPACT

As a key member of the Schultz Family Foundation program team, the SPO will work in partnership with the leadership team to identify, clarify, communicate, and advance the Foundation's programmatic and operational goals in order to advance its mission. Responsibilities in this role will include:

Support Strategy Development, Execution, Project Management, and Collaboration

- The new SPO will bring a deep understanding of areas of strategic interest to the Foundation – identifying new grantmaking opportunities and surfacing insights.
- The SPO will have experience taking a lead role, working on and within highly complex contexts, and delivering high-quality work in a timely, prioritized way, with the ability to compare actual progress to planned milestones and adjust accordingly.

Manage an Innovative Grantmaking Portfolio

- The SPO will possess knowledge and experience in grantmaking in specific content area(s) (e.g., supporting young adults aged 16-24 from communities which have been marginalized as they transition into adulthood, improving transition and employment outcomes for junior-enlisted veterans, and forging a more inclusive economy by investing in diverse entrepreneurs), and an understanding of various types of grants (e.g., consulting, programming, general operating, technical assistance, research & evaluation, etc.).
- The SPO will have a track record of consistently applying grantmaking principles through education, training, and practice to manage high-risk grants.

Nurture External Partnerships and Provide Civic Leadership

- The SPO will build effective relationships with and act as a critical friend to grant partners, other organizations, and potential co-funders to lead the change needed to advance a vision of a country where all can thrive.
- The SPO will seek opportunities to amplify this work and the broader vision.

Provide Organizational and Team Management and Development

- As a key member of the program team, the SPO will embody the values of emes and the Foundation and will support the entire team to be maximally impactful in their work to create life-changing opportunities for people and communities who have historically been at the margins of our country's promise.

QUALIFICATIONS OF THE IDEAL CANDIDATE

The ideal candidate will have a bachelor's degree in a relevant field. Additionally, they will have a minimum of five years of hands-on experience and progressive leadership in philanthropy, community capacity building, nonprofit management, or a related field, including the design and implementation of new programs, initiatives or strategies, data analysis, secondary research, and communicating and presenting program and policy information. The SPO will ideally be a thoughtful connector, bridge builder, and strategist who is action-oriented and can adapt in a changing landscape to identify priorities. While no one candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Knowledge of racial justice, social equity, community organizing principles, racial and cultural differences; an understanding of systemic and institutional racial bias; sophisticated understanding of issues and concerns of communities of color and other diverse groups.
- Experience managing work across teams with a high degree of emotional intelligence; a leadership style that is driven by active inquiry and learning; an ability to creatively synthesize ideas and input from multiple sources; and a commitment to excellence.
- Ability to establish trust, understanding, and strong thought partnership in developing the Foundation's vision combined with the adeptness to translate that vision into priorities and goals and effectively align relevant resources.
- Experience in designing and executing effective strategies surrounding critical issues driving opportunity gaps, poverty, and inequality in communities and the corresponding approaches adopted around the local, regional, and national levels to address these issues - particularly around pathways for youth and young adults.
- Exceptional interpersonal and communication skills, including a personal presence that is effective and inspirational across a variety of settings and stakeholders.
- Experience and fluency in measuring, learning, and evaluating strategies and plans in motion.
- Proven ability to lead thoughtfully and intentionally, gathering input, acting on feedback, making appropriate yet at times difficult decisions, and demonstrating sound professional judgment, maturity, and self-awareness to know when to step into the spotlight and the humility and team orientation to know when to let others take the lead.
- Experience working effectively on policy equity issues with persons from diverse cultural, social, economic, religious, and ethnic backgrounds.

Salary range is \$160,000 - \$175,000. The actual starting salary of the candidate will be commensurate with years, breadth, and depth of relevant experience, education, certifications, credentials, special skills, accomplishments, and other factors relevant to the position.

TO APPLY

More information about the **Schultz Family Foundation** may be found at: www.schultzfamilyfoundation.org

This search is being led by [Katherine Jacobs](#) and [Chaz Chapman](#) of [NPAG](#). Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume via NPAG's [website](#).

**Emes Project LLC is an equal opportunity employer and proudly values diversity.
Candidates of all backgrounds are encouraged to apply.**