

Program Officer (Junior Level) – Brinson Foundation – Chicago, IL

August 6, 2019



Our Mission

The Brinson Foundation is a privately funded philanthropic organization that provides an opportunity to focus our family's common interests in encouraging personal initiative, advancing individual freedoms & liberties and positively contributing to society in the areas of education and scientific research.

Role of Program Officer

The Brinson Foundation is currently seeking to hire a Program Officer who will work closely with the President, staff and Board in fulfilling the Foundation's grant making objectives by identifying suitable grantees and implementing effective grant-making strategies.

The Program Officer will be responsible for managing portions of the Foundation's grant portfolio, including a significant concentration on the Foundation's non-medical Endorsement priority and Liberty, Citizenship and Free Enterprise focus area. For more information about these areas, see the Foundation's website: brinsonfoundation.org/education/ and annual report: brinsonfoundation.org/resources/

The Foundation strives to be responsive to the needs of the grant-seeking community and to develop strong and collaborative relationships with grantees. As a result, the Program Officer will

learn about the perspectives and challenges of both grantees and grant-seekers and the issues that impact the Foundation's focus areas.

Responsibilities

The Program Officer's specific responsibilities will include:

Grant Review and Management

- Working with the President to develop specific goals to further the Foundation's mission
- Assisting with identifying gaps in the portfolio and strategies to fill them
- Evaluating preliminary grant-seeker inquiries
- Conducting initial meetings, site visits and due diligence meetings with potential and existing grantees
- Reviewing and analyzing the financial condition, operations and programmatic prospects and outcomes of potential and existing grantees
- Conducting reviews of assigned grant-seekers and grantees

Board Meetings and Presentations

- Attending semi-annual and special Board meetings and dinners including preparing meeting minutes
- Presenting assigned grant recommendations to the Board
- Preparing and delivering other Board reports and special projects as requested

Research and Continuing Education

- Researching and reviewing literature and meeting with representatives of community non-profits to learn about current trends and developments in assigned areas of grant-making responsibility
- Attending continuing education events to stay current on best practices in grant-making

Administrative Support

- Working with the Grants Manager to ensure comprehensive and accurate internal data management
- Tracking grant-seekers and managing grantee files and data

Other General Activities

- Representing the Foundation at philanthropic, non-profit, community and association meetings and 1-2 conferences per year
- Developing relationships with key leaders and stakeholders in areas of assigned grant-making responsibility

Other Potential Assigned Responsibilities

- Depending on the candidate's level of IT knowledge and comfort with IT systems, acting as a liaison with outside IT vendors and consultants to help monitor IT systems and troubleshoot minor IT issues

The Ideal Candidate

The ideal candidate will possess the following attributes:

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- Early-career professional with 3-5 years of experience (previous internships may be considered/included in overall experience)
- Excellent communication, research and analytic skills
- Understanding of and commitment to libertarian principles and the value of the free enterprise system and free market solutions as embodied in our Liberty, Citizenship and Free Enterprise focus area
- Bachelor's degree or higher preferred
- Educational background, prior experience or significant knowledge of non-profit organizations in one or more of the education fields in which the Foundation focuses its grant-making is a plus
- Familiarity with Chicago is a plus
- Some familiarity with and interest in the information technology (IT) used in a small office would be a plus; working knowledge of the Microsoft Windows operating system and Office suite as well as network wiring and equipment is desired, but not required
- Ability to interact with a variety of external and internal audiences including staff, Board members and representatives of the non-profit community
- Team player with the ability to collaborate and build relationships both internally and externally
- Self-motivation, strong organizational skills, and ability to manage several projects at once
- Good judgment and integrity

This is a full-time role. Salary will be competitive, based on qualifications and experience. Bonus compensation is discretionary and performance-based. Comprehensive benefits package available. The target hire date is early to mid October, with a target start date of late October.

To Apply

Qualified candidates should submit the following application materials in **one PDF** document:

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- Cover letter detailing your interest in The Brinson Foundation's mission, why your background is a fit for the Program Officer position, and your salary requirements
- Resume
- A list of three references

Applications should be submitted to Talent Market via this link: <https://talentmarket.org/candidates/apply-for-your-dream-job/>

Questions can be directed to Katy Gambella, Network Engagement Manager of Talent Market, who is assisting with the search: katy@talentmarket.org.

While we thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. Only direct applications will be considered. No phone calls, please.

Talent Market is a nonprofit entity dedicated to promoting liberty by helping free market nonprofits identify talent for critical roles. We provide free consulting and recruiting services to free-market think tanks, policy organizations, research centers, and capacity-building institutions dedicated to advancing the principles of limited government and free enterprise.