

The Einhorn Family Charitable Trust seeks a talented and results-oriented analyst to develop and support its newly established grantmaking focus in parent engagement. This person will research, recommend, and manage funding opportunities and partnerships in line with the foundation's parenting grantmaking strategy. This is an excellent opportunity for a skilled and analytical individual to support a growing foundation seeking to increase its impact in the early child development and parent engagement field.

### **Overview – Einhorn Family Charitable Trust**

The Einhorn Family Charitable Trust's mission is to help people get along better. The Trust works in partnership with its portfolio of leading research and evidence-based grantees to build nurturing environments where people can better develop and practice pro-social attitudes, values, and behaviors such as empathy, kindness, cooperation, and civility.

The Trust is at an important point in its history; having developed relationships with several major grantees as well as led several successful initiatives to build awareness for this work, the Trust is ready to take its philanthropic giving and impact to the next level. The Trust seeks to build a team of creative and entrepreneurial individuals to develop targeted strategic investments based on extensive research supporting pro-social development from the earliest stages of life through adulthood. This team will help identify and recommend even bigger bets on select leading organizational partners, catalyzing the field through the collaboration of practitioners, researchers, and other funders.

The Trustees play an active role in setting the strategic direction and grantmaking focus. The Trust is located in a friendly, informal office environment located in midtown Manhattan.

### **Position Description**

This person will design and put into action innovative partnerships between researchers and practitioners in order to reach American parents with the programs and practices that have the greatest potential to develop more nurturing parent-child relationships. A parent's relationship with their child is cited as the most influential building block in determining a person's pro-social orientation:

*Becoming a caring, helpful, altruistic person, or a hostile, aggressive one, is the result of combinations or patterns of childrearing. Parents responding to their infants' needs and their continuing nurturance, warmth, affection, and sensitivity to their children are the core socializing practices and experiences for the development of helpful tendencies. (Staub, 2005)*

EFCT seeks to develop a parenting portfolio that incorporates and disseminates the latest research findings in effective nurture practices into the nation's leading programs as well as advocate for more parents to have access to the most effective programs – where ultimately all US parents have an opportunity to learn how to build even more nurturing, securely attached relationships with their children. Major responsibilities include the following:

- Assess and cultivate funding opportunities and partnerships in line with the Trust's parenting strategy and priorities:
  - Conduct necessary due diligence and identify highest potential grantees in research, policy, and practitioner space.
  - Develop and structure relationships between researchers and practitioners; support fluid integration and coordinate collaboration.
  - Prepare, analyze, and refine proposed grantee partnership opportunities for staff and Trustee review.
  - Ensure investments incorporate best practice and are inline with research base; manage and assess risks based on others' experience in the field.
  - Where relevant, ensure grantees are leveraging and influencing policy, research, and high-impact practitioners.
- Define and track grantee partner goals and impact measures; project manage and support parenting grantees to achieve results:
  - Participate in the development, implementation, and evaluation of new grantee partnerships and grantmaking strategies.
  - Work with EFCT team and grantees to define best metrics to access progress and track results, particularly for complex processes.
  - Flag and address roadblocks proactively.
  - Connect grantees to other resources as needed (e.g. business planning, outcomes measurement expertise).

- Lead and manage external communications and relationships related to parenting portfolio:
  - Develop external-facing communication about program area's theory of change and investment approach.
  - Proactively build relationships within field, staying abreast of developments and potential partners; maintain knowledge about current trends and issues affecting the sector.
  - Represent the Trust within nonprofit and philanthropic parenting community, including appropriate regional and national conferences and events.
- Assemble and interface with "parenting" advisors and other field experts:
  - Develop trusting and collaborative relationships with experts, framing Trust's role and work together.
  - Seek out expert input as appropriate, facilitating and tracking input collection, and translating feedback into actionable recommendations for new or existing grantees.

### **Qualifications**

- Bachelor's degree required, master's degree preferred; five years of professional experience in program development and operations within a high-performing nonprofit or philanthropic entity; or the equivalent education plus experience in alternate field with a highly transferable skill set will be considered.
- Deep knowledge of and commitment to parenting engagement and/or early child development, particularly on the practitioner side; knowledge of research and policy required, but deep expertise is not necessary given role of expert advisors as needed.
- Entrepreneurial self-starter with experience in translating vision into action, using scientific (basic and/or applied) research to make decisions, and getting diverse stakeholders aligned around a common goal.
- Excellent conceptual, analytical, and critical thinking skills with demonstrated success in interpreting and summarizing complex data and financial statements; ability to distill information and make sound decisions and recommendations.
- Highly developed project management skills, including a proven ability to manage time, handle pressure, and meet deadlines.
- Exceptional written and oral communication skills, including the ability to translate research and evaluation concepts and results into language that can be readily understood by a diverse audience.
- Flexibility and adaptability to different work and management styles; positively contribute to teamwork, learning, and collaborative spirit of a small team and office.
- High ethical standards; commitment to the social sector and passionate about the mission and goals of the Trust.

### **Personal Qualities**

The successful candidate is an action-oriented, entrepreneurial problem solver with a flexible and innovative approach to program and organizational strategy and management. S/he has significant experience demonstrating sound independent judgment with impeccable personal and professional integrity and trustworthiness; is organized and efficient, as well as resourceful and results-oriented. S/he's an interdisciplinary and creative thinker who can be innovative as well as pragmatic, has experience working well under pressure with acute attention to detail, and has the ability to adapt to shifting priorities in a changing landscape. The ideal candidate has a positive "can-do" attitude, is a self-starter who assumes hands-on responsibility and a willingness to perform the full range of tasks required in a small organization. S/he has a wide-ranging intellectual curiosity and a lively, good-spirited sense of humor.

This is a full-time position located in New York City. Salary is commensurate with experience and includes excellent benefits.

### **To Apply:**

Please submit a cover letter explaining how your skills and background fit this position, accompanied by a resume, three references (at least one written), and two writing samples to [jobs@efct.org](mailto:jobs@efct.org), subject "Analyst Application."

Only complete applications will be considered.

Please understand that due to the volume of submissions, only qualified applicants will be contacted.