# Director of New Ventures

## Laura and John Arnold Foundation | Houston, Texas

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 Background

The Laura and John Arnold Foundation (LJAF) is a private foundation with offices in Houston and New York City. Our team is committed to producing substantial, widespread, and lasting changes to society that will maximize opportunity and minimize injustice. For more information, visit:[www.arnoldfoundation.org](http://www.arnoldfoundation.org/).

## Job Summary

The Director of New Ventures will be responsible for managing several of LJAF’s current and future charitable investments that do not specifically fall within one of LJAF’s current departments of Education, Criminal Justice, Public Accountability, and Research Integrity. The Director will also be responsible for identifying, analyzing, and pursuing new, high-leverage philanthropic opportunities for LJAF.

## Responsibilities

* Identifying, researching, and evaluating new, high-leverage philanthropic opportunities throughout the United States;
* Presenting and making charitable investment/grant recommendations to LJAF’s Board;
* Executing and managing charitable investments approved by LJAF’s Board, which will include working with grantees to develop strategic plans, establishing performance metrics, and monitoring grantees’ performance;
* Leading meetings as well as cultivating and maintaining relationships with current and potential grantees, partner organizations, and key stakeholders; and
* Collaborating with LJAF staff to explore and develop cross-initiative charitable investment opportunities.

## Qualifications

**Essential Skills, Experience, and Abilities:**

* Effective leadership skills
* Strategic, entrepreneurial approach to developing ideas and designing solutions
* Excellent oral and written communication skills and the specific ability to communicate with experts in various fields
* Ability to lead meetings and build consensus among various stakeholders
* Practical experience and/or training in consulting and/or public policy and policy evaluation
* Creativity in finding answers to complex questions
* Ability to understand technical and theoretical concepts
* Capacity to appreciate and analyze both the broad framework and specific details of a variety of ideas and projects
* Ability to work simultaneously on multiple projects and meet deadlines
* Strong quantitative and qualitative research skills and a solid understanding of statistical methods used in social science and economic research – (*preferred*)
* Advanced degree in business, public policy, or a related field – (*preferred*)

**Desired Personal Qualities:**

* Passionate about changing the world
* Self-motivated and proactive
* Creative and curious
* Detail-oriented
* Team-oriented and collaborative yet also able to work well independently
* Flexible and adaptable
* Enthusiastic
* Organized

## Compensation

Competitive salary based on qualifications plus benefits

## How to Apply

If interested in this position, please send a resume, cover letter, and contact information for three references to jobs@arnoldfoundation.org. Please indicate in the subject line of the email that the application is for the position of Director of New Ventures.

Laura and John Arnold Foundation

([http://www.arnoldfoundation.org](http://www.arnoldfoundation.org/))