

# Director of Public Accountability Initiatives

**Laura and John Arnold Foundation**  
**Houston, Texas**

The Director of Public Accountability Initiatives will be responsible for supporting and managing activities in LJAF's Public Accountability portfolio. This position will report directly to the Vice President (VP) for Public Accountability Initiatives.

## **Responsibilities may include:**

- Supporting the VP in managing and mentoring the Public Accountability Initiatives staff.
- Supporting the VP in analyzing, expanding, and updating LJAF's Public Accountability Initiatives charitable investment strategy.
- Researching and identifying opportunities for public policy action and charitable investment in public/government accountability.
- Making policy and investment recommendations.
- Presenting findings and policy recommendations to LJAF staff, the LJAF Board of Directors, and outside policy makers.
- Cultivating and maintaining relationships with key grantees and partnering organizations.
- Supporting the VP in managing grants and establishing performance and compliance metrics for grantees.
- Analyzing and tracking all Public Accountability Initiatives grants both individually and as a part of LJAF's larger Public Accountability Initiatives strategy.
- Writing and editing policy papers and other publications related to LJAF's Public Accountability Initiatives.
- Supporting the VP and Director of Communications in developing strategic communications plans for LJAF's Public Accountability Initiatives.
- Collaborating with LJAF staff in other initiative areas to explore and develop cross-initiative charitable investment opportunities.
- Supporting the VP in organizing and maintaining all Public Accountability Initiatives-related documentation.

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

- Excellent quantitative and qualitative research skills
- Practical experience and/or extensive training in public policy and policy evaluation
- Ability to grasp technical and theoretical concepts
- Ability to work simultaneously on multiple projects and meet deadlines
- Excellent written and oral communication skills
- Creativity in finding answers to difficult questions
- Ability to evaluate complex information and provide policy recommendations
- Ability to appreciate and analyze both the broad framework and specific details of a variety of ideas and projects

**Desirable Skills, Experience and Abilities:**

- Thorough understanding of statistical methods used in social science research
- Advanced degree in economics, public policy, statistics or a related field
- Creative, outside-the-box thinking

**Desirable Personal Qualities:**

- Self-motivated and proactive
- Effective leadership skills
- Flexible and adaptable
- Passionate about addressing challenges in society
- Ability to work both independently and collaboratively
- Ability to deal confidently with experts in their field
- Thorough attention to detail
- Strong organizational skills
- Enthusiastic and positive

**Application Instructions**

If interested in this position, please send a resume, cover letter, and contact information for three references to [jobs@arnoldfoundation.org](mailto:jobs@arnoldfoundation.org). In the subject line of the email please indicate that the application is for the position of Director of Public Accountability.