Education Program Officer, U.S. Policy and Advocacy

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**Job Summary**

The Helmsley Charitable Trust seeks a full-time Program Officer to join the Education Program team to lead and monitor its portfolio of national policy, advocacy and communications grants focused on the successful implementation of college- and career-ready academic standards and aligned student tests. The position focuses its work on K-12 programs, but may evolve to include higher education work as well. The Program Officer will work closely with the Program Director and team in implementing and refreshing the Education Program strategy. The position will involve substantial U.S. travel.

**Responsibilities**

The Program Officer will assist the Program Director and team in implementing a multi-million dollar annual grants program. Primary responsibilities include providing intellectual and organizational leadership in:

* Supporting the design and implementation of new grants and initiatives, particularly within the K-12 portfolio which is focused on ensuring students are prepared for college and careers;
* Facilitating due diligence for new grants and monitoring existing grants;
* Evaluating proposals;
* Monitoring a growing program and grants portfolio;
* Managing an ongoing evaluation of the advocacy portfolio in partnership with a fellow Program Officer; and
* Creating impact through dissemination of knowledge.

**Essential Duties:**

* Support the Program Director and Program Officers in implementing components of a national K-16 education grantmaking portfolio.
* Identify high-leverage interventions that could yield impact nationally, and conduct due diligence on relevant grantee prospects.
* Assist in monitoring portfolio performance at the grant and strategy levels.
* Prepare concise and analytical grant recommendations for Trustees.
* Maintain productive, collegial relationships with grantees to ensure adequate communication of progress against goals and maximize internal knowledge of events in the field.
* Effectively communicate information about the Education Program’s work and develop partnerships with grantees and foundations to further the goals and reputation of the program.
* Supervise program support staff and manage the administrative duties related to the above responsibilities.
* Contribute to program development by organizing events, meetings, and symposia that further the program’s goals.
* Collaborate with colleagues in cooperative approaches to grantmaking.
* Perform other duties as assigned.

**Qualifications**

* Bachelor’s degree required; master’s degree or higher in a relevant field preferred.
* Significant, relevant experience in education policy, advocacy, and/or communications.
* Experience working in a state or district in a communications capacity, or at a nonprofit education policy or advocacy organization, preferred.
* Advanced experience and knowledge of education issues, stakeholder engagement, and the ability to review and improve issue advocacy campaign plans.
* Experience in managing multiple priorities effectively.
* Outstanding time management.
* Must be organized and have strong interpersonal and communication skills, including strong writing ability.
* Demonstrated ability to exercise independent judgment and initiative.
* Sense of humor highly preferred.

**How to Apply**

Send résumé (in Word or PDF format) with salary history; cover letter describing your interest and qualifications; and a sample of your professional writing to jobs@helmsleytrust.org. Writing samples should not exceed two pages, and must be a document prepared in a professional context. Include “Program Officer, Education Program” in the subject line of your email. Only those selected for an interview will be contacted.