



THE  
KLARMAN  
FAMILY  
FOUNDATION

**Position Announcement: Program Officer**  
**Location: Boston, MA**

**Overview:**

The Klarman Family Foundation is a Boston-based family foundation, granting approximately \$20 million each year to advance its philanthropic interests in the following areas:

- Enriching our local community and working collaboratively to address its urgent needs
- Advancing medical and scientific research, with a particular interest in behavioral health
- Promoting democratic ideals in the US and around the world
- Ensuring a strong and secure democratic, Jewish State of Israel
- Building a vibrant, engaged and inclusive Jewish community with connections to Israel and to the history of the Jewish people
- Promoting access to music for learning, listening and performing

As the Klarman Family Foundation continues to grow and focus its philanthropic resources, it is seeking a talented and results-oriented Program Officer to take the lead in two areas: *Ensuring a strong and secure democratic, Jewish State of Israel*, and *Building a vibrant, engaged and inclusive Jewish community with connections to Israel and to the history of the Jewish people*. Reporting to the Executive Director and working closely with the Foundation's Trustees, the Program Officer will research, recommend and manage a portfolio of organizations, and help guide the Foundation's strategy in impacting these areas, as well as collaborating on a broad range of issues in each of the Foundation's funding areas.

**Responsibilities:**

- Conduct necessary due diligence, monitor progress of and evaluate current and potential grants
- Assess and proactively cultivate funding opportunities and partnerships in line with the Foundation's interests and priorities
- Conduct research and prepare analytical reports and briefing papers
- Prepare and refine proposal summaries, grant reports and other analyses as needed for staff and Trustee review
- Participate in the development, implementation and evaluation of new grant-making strategies
- Stay abreast of developments and potential partners in fields of interest to the Foundation, and maintain knowledge about current trends and issues impacting the sector
- Represent the Foundation within the nonprofit and philanthropic community, including at regional, national and international conferences and events
- Positively contribute to the teamwork, learning and collaborative spirit of a small office

**Qualifications:**

- Significant professional experience in program or project management; demonstrated success in interpreting and summarizing complex data and financial statements, and distilling complex information to make sound recommendations. Some experience working within the nonprofit sector preferred
- Interest in and demonstrated commitment to the Foundation's interest areas within the Jewish community and Israel; Hebrew language skills a plus
- Highly developed project management skills, including a proven ability to manage time, handle pressure and meet deadlines
- Exceptional interpersonal skills and ability to develop relationships with nonprofit and philanthropic leaders, as well as sound professional judgment and discretion
- Excellent written and verbal communication skills, including attention to detail and accuracy
- Flexibility, sense of humor, and the ability to adapt to shifting priorities in a changing landscape
- Ability and willingness to travel for site visits and other meetings, regionally, nationally and internationally
- Bachelor's degree or equivalent experience required, Master's degree preferred

**To Apply:**

Please upload a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, both in Word format, to Kim Philbrick McCabe, at <http://jobs.cgcareers.org/application.aspx?id=1825>. Applications will be reviewed on a rolling basis.

*The Klarman Family Foundation offers a competitive salary and benefits, commensurate with experience and skills. The Klarman Foundation is an equal opportunity employer.*

**About Commongood Careers:**

The Klarman Foundation has partnered with Commongood Careers to conduct the search for a Program Officer. Commongood Careers is a mission-driven search firm that supports the hiring needs of the nation's most innovative and high-performing nonprofit organizations. Since its founding in 2006, Commongood Careers has completed over 500 searches at 150 organizations in 26 states. Founded and staffed by nonprofit professionals, Commongood Careers offers personalized, engaged services to jobseekers and organizations throughout the hiring process, as well as access to a wealth of knowledge about nonprofit careers. [Learn more about nonprofit jobs at Commongood Careers.](#)