

Program Officer
Rockefeller Family Fund
New York, New York

The Rockefeller Family Fund (RFF) is seeking a full-time **Program Officer** for a **three year term** to develop and direct their Institutional Accountability & Individual Liberty program area.

Rockefeller Family Fund

The Rockefeller Family Fund was incorporated in 1967 and has worked at the cutting edge of advocacy in such areas as environmental protection, advancing the economic rights of women, and helping citizens hold public and private institutions accountable for their actions. The Fund is a public charity best known for its creative and leveraged grantmaking, its role as a catalyst in the nonprofit as well as the funding communities, and its record of public policy innovation. The Fund regularly designs and implements initiatives to fill critical programmatic gaps in areas of interest. This includes collaboration at the highest level with funding partners, organizations, and individuals capable of advancing nationally significant agendas.

At present, the Family Fund has four program areas: Institutional Accountability & Individual Liberty, Economic Justice for Women, Environment, and Emerging Opportunities. The Fund's approach to grantmaking has succeeded by emphasizing citizen participation in the policymaking process, and improving institutions' responsiveness to the citizens they serve.

The Rockefeller Family Fund (RFF) recently reorganized its program areas to create a new Institutional Accountability & Individual Liberty Program. The Program will work to assure a proper balance between institutional power and individual freedom in a representative democracy. In particular, the program seeks to make governmental bodies and corporations transparent and responsive to the best interests of their respective constituents; to increase public participation in governmental decision-making; and to protect Constitutional rights and liberties from overreaching state action.

Position Summary

Under the supervision of the RFF's Director, the program officer is accountable for developing and directing the Institutional Accountability & Individual Liberty Program (IA&IL). Responsibilities include the formation of program objectives, strategies, and initiatives in consultation with a wide range of experts in fields related to the Fund's interest areas. The position also requires the program officer to develop, implement, and administer such designated grantmaking programs as they pertain to the Fund's overall goals. The program officer is expected to demonstrate leadership on critical issues of importance to the Fund; teamwork among Fund staff in grantmaking, administration and program definition; and, in general, furthering of the Fund's goals and activities across program and administrative areas. The program officer represents RFF by participating in the leadership of the funding community and networking with other funders to advance program goals and the RFF mission.

Qualifications

The ideal candidate will have a BA/BS or equivalent degree along with a minimum of five years of prior work experience drawing on analysis, problem-solving, writing and oral presentation. A Juris Doctor or advanced degree in a related field of work and knowledge of the nonprofit/philanthropic sector is preferred.

The program officer must have the ability to develop program ideas and strategies and the sense of how to advance them, as well as communicate the conceptual framework for the program effectively to NGOs, other funders, and Trustees. Excellent verbal and written communication skills and the ability to frame issues clearly in public speaking is a must. The program officer must possess exceptional interpersonal and leadership skills and be highly motivated and team-oriented with the ability to manage multiple projects simultaneously. The program officer will be required to do some travel.

Compensation

The Rockefeller Family Fund offers a salary commensurate with qualifications and experience, a generous benefits package, and a pleasant work environment.

The Rockefeller Family Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, sexual orientation, age, disability or religion.

Application Instructions

To apply, please send a letter explaining your interest in the position and qualifications along with a resume and brief writing sample to rffrecruiting@rffund.org. No telephone or fax inquiries please.

For additional information about the Rockefeller Family Fund, please visit the Fund's Web site at www.rffund.org.