**Background**

The [Emily Hall Tremaine Foundation](https://www.tremainefoundation.org/), based in New Haven, CT, is a private family foundation with a funding emphasis in three major areas: [Art](https://www.tremainefoundation.org/art.html), [Environment](https://www.tremainefoundation.org/environment.html), and [Education](https://www.tremainefoundation.org/learning-differences.html). The foundation’s efforts reflect the entrepreneurial spirit of the family forbearers and the founder’s distinction for foresight, imagination and risk taking.

.**Job Summary**

We seek a **Program Officer** to join a small, hands-on, high touch, and strategic program team. The Program Officer may help shape and implement grantmaking visions across the Foundation’s three program areas (Art, Education and Environment); however, we are prioritizing grantmaking experience in education, particularly around learning and attention issues. We will also consider experience that aligns with our environmental grantmaking strategies, especially in community-scale sustainable development. In 2018, the Foundation anticipates awarding approximately $3 million in grants.

In addition to grantmaking and grant management experience, we are searching for someone who thinks innovatively with internal and external colleagues about ways to enhance the impact of the nonprofit sector. We are also looking for someone to build learning, relationships, and connections that align with the Foundation’s work. Of further interest is someone who can support generative processes among multiple and diverse stakeholders.

Our nimble, integrated team members also wear many hats in contributing to the Foundation’s overall strategies, activities and initiatives. To this end, we are looking for a strong generalist in terms of administrative and logistical support skills.

**Responsibilities**

* Engage and have ongoing communication with existing and prospective grantees on processes related to sourcing new proposals, understanding and tracking progress on supported work, consulting on or co-identifying with grantees nonprofit organizational development, capacity, and technical assistance growth edges, assessing field trends, and providing field connections or other assistance that may help grantees carry out their work successfully;
* Conduct site visits related to grantee work and/or foundation related initiatives;
* Interact with board program committees and prepare materials that support committee consideration of recommended grants;
* Help with field building through participation in various meetings, events, funder affinity groups, and conferences, as well as by developing and strengthening relationships and partnerships that advance the Foundation’s program strategies;
* Work collaboratively with staff on strategic visions, formative assessment initiatives, feedback loops, and inclusionary practices that support the lived experience of those leading transformative change in areas that align with the Foundation’s interests;
* Support overall learning and knowledge sharing;
* Co-craft, administer, and/or support relevant Foundation convenings and meetings; and
* Carry-out, assist and/or coordinate on a range of administrative support measures (up to 20% of the position).

**Core Competencies**

* Substantive knowledge and experience in education, with special consideration given to candidates with experience in learning differences, universal design for learning, neurodiversity in the classroom, etc. Consideration will also be given to candidates with experience in sustainability/resiliency at a community scale.
* Demonstrated understanding of the nonprofit sector and change making strategies; previous grantmaking experience is strongly preferred.
* Strong people and leadership skills, including active listening, deep empathy, curiosity, relationship building, and communications. Constructive resolution of conflicts, facilitation, and stakeholder process support skills are a plus.
* Self-motivated work style that includes being proactive, balancing multiple priorities, and having exceptional organizational and follow-through skills.
* The ability to work in a team-based environment, including flexibility, being solution-oriented, and able to manage the expected and the unexpected.
* Adept at using contemporary software (i.e., Office 365 applications, grant management software (we utilize Foundant), etc.), internet tools and apps, and social media.
* Strong administrative skills. Meeting logistics support skills are a plus.
* 4+ years professional experience.

## Attributes

* Self-energy to contribute to the flow of diverse ideas, systems thinking, and collaborative learning approaches to the work.
* Core values that align with openness, inclusion, and partnership.
* Curiosity around cross-disciplinary practice and complex field dynamics.
* Appreciation of the power dynamics that shape grantmaking relationships and a commitment to building trust, two-way accountability, and mutual respect with grantee organizations.
* Evidence of successful work in education and/or sustainable development.
* Evidence of strong communication skills.
* Friendly, with a sense of humor, and eager to work with a team who hold each other in respectful and warm regard.

**Compensation**

Compensation is competitive and commensurate with experience.

Excellent benefits, including 401K plan with attractive employer contribution, medical and dental coverage, and life insurance. We also support flexible work schedules that include committed team time in New Haven.

**How to Apply**

Applications will be accepted through midnight on Friday, February 2nd, 2018. Please send a single PDF that includes a resume, a cover letter that addresses your interest in the position, along with corresponding attributes and qualifications, plus a writing sample. You may also send a video presentation to highlight your presentation, communication and/or facilitation skills. Submit your materials to: [positions@EHTFoffice.org](mailto:positions@EHTFoffice.org).