Program Officer

Raikes Foundation | Seattle, Washington

POSTED JULY 29, 2014

**Background**

The Raikes Foundation’s mission is to empower young people to transform their lives. Based in Seattle, WA the Raikes Foundation is an endowed, family foundation led by its co-founders, Tricia and Jeff Raikes. Now a tight-knit team of seven people, the Raikes Foundation expects to grow as annual grantmaking capacity expands. It will distribute roughly $9 million in 2014, and expects annual grantmaking to more than double over the next 10 years. The Raikes Foundation hires smart, strategic people who are confident when faced with tough challenges and who are driven by a desire to improve the lives of young people by increasing the effectiveness of its grantmaking.

**Job Summary**

The Raikes Foundation seeks a nimble, experienced, and innovative professional to serve as a **Program Officer** for its national Student Agency grant-making strategy.

The focus of this role is the Foundation’s cutting edge national work around student agency. Student agency is the inter-relationship between academic mindsets—a learner’s belief in growth, belonging and purpose—and learning strategies, the skills—such as goal-setting—that allow an individual to navigate their own learning. A growing body of research suggests students’ mindsets and the learning strategies they deploy can have a powerful influence on academic achievement. The Foundation’s Student Agency strategy is funding research, practice, policy analysis, and communications to exploit this new knowledge to improve student outcomes.

**Responsibilities**

This newly created position will work closely with the Student Agency Lead to evolve and expand the strategy. The ideal candidate will have deep knowledge of the education ecosystem, strong interpersonal skills, and an aptitude for identifying strategic, high-leverage opportunities to achieve the Foundation’s goals.

The focus-areas for this role include:

* Strategy, Evaluation, & Organizational Learning
* Grant Development & Relationship Management
* Thought Leadership & Communications

**Qualifications**

At least 7 – 10 years of professional experience required. We seek candidates with deep (7+ years) and diverse experience in leadership, management, policy, or consulting in the education field. A bachelor’s degree is required; a master’s degree is preferred.

**Requirements/Other**

**To learn more, please see the full position profile:**

http://www.waldronhr.com/images/stories/Position\_Specifications/raikes\_program\_officer.pdf

**How to Apply**

Please submit your resume and cover letter online at [http://candidates.waldronhr.com](http://candidates.waldronhr.com/). Cover letters expressing your passion for the mission and fit for the role should be addressed to Melissa Merritt. Please note reference code FC438 in your cover letter and submit all materials by September 1, 2014.

Equal employment opportunities and diversity among its employees are fundamental principles at the Raikes Foundation.

Raikes Foundation

(<http://raikesfoundation.org/>)