Program Officer

Ruderman Family Foundation | Newton, Massachusetts

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**Background**

The Ruderman Family Foundation is an Israeli and Boston-based private family foundation, granting approximately $8 million each year to advance its philanthropic interests in the following areas:

* Building awareness of and opportunities for Jewish persons with disabilities to be fully included in our communities.
* Strengthening the bonds between Israeli leaders and the American Jewish community

The Foundation's methodology is very interactive with its grantees. Unlike some other foundations, it does not accept unsolicited applications for support; it permits proposals from the field only after thorough analysis indicates shared vision, organizational strength and a willingness to collaborate on the part of the applicants. It often seeks out other major funders with which to partner and promotes the sharing of knowledge on or about successes in its mission. Foundation staff generally remains very involved in the major programs funded over multiple years. Experimental programs are also thoroughly monitored to assess future funding potential. All staff therefore assumes an important role in maximizing the grant investments made by the trustees.

**Job Summary**

As the Ruderman Family Foundation continues to grow and to further focus its philanthropic resources, it is seeking a talented and results-oriented Program Officer to expand its presence both in Boston and nationally. This person will concentrate on initiatives to create awareness of and promote the inclusion of Jewish persons with disabilities in our communities This Program Officer will report to the Director of our Newton office and to the Foundation's COO while advising the President of the Foundation on programs and related strategy, as requested. He or she will also work with the Foundation's consultants, the Foundation's Senior Program Officer, and other staff, both in Newton and Israel, to develop and administer significant portions of the portfolio of U.S. grantees, as well as develop and administer internal programs owned by the Foundation which are aimed at creating networks in the disability arena. S/He may participate in or collaborate on other issues in the Foundation's funding areas as needed.

**Reports To**

Director

**Responsibilities**

* Coordinate and administer internal programs and events owned by the Foundation aimed at creating networks in the disability arena.
* Conduct necessary due diligence on potential grantees in the Disabilities field and Jewish community.
* Provide grants administration and/or management for a group of current grantees with whom the Foundation has partnered, including regular site visits with periodic and final reporting.
* Participate in the development, implementation, and evaluation of new grant-making strategies, either in this field or in the expansion of other interest areas.
* Stay abreast of current developments in this field and particularly focus on potential funding partners with whom the Foundation could collaborate.
* Conduct research and prepare analytical reports and briefing papers.
* Positively contribute to the teamwork, learning and collaborative spirit of work between the Foundation's staff in the Newton and Israeli offices.
* Other duties as assigned.

**Qualifications**

* Experience in program administration and coordination as well as facility with budgets and financial statements.
* Proven success in interpreting and summarizing complex data and distilling complex information to make sound recommendations.
* Substantial experience coordinating logistics for events.
* Experience working within the Jewish community on social issues.
* Bachelor's degree or equivalent experience required; Master's degree preferred.
* Commitment to the Foundation's mission in the U.S. Jewish community and Israel.
* Highly developed project management skills, including a proven ability to manage time while working with limited supervision to meet deadlines.
* Prior experience in developing and administering networks.
* Commitment to acting with discretion and integrity.
* Excellent interpersonal skills: a team player who is collaborative, creative, and demonstrates initiative.
* Excellent written and verbal communication skills, completed with detail and accuracy.
* Highly proficient in use of Excel, Word and social media.
* Ability and willingness to travel regionally and nationally for site visits and meetings.

**Compensation**

Commensurate With experience.