# Program Officer

## Stella and Charles Guttman Foundation | New York, New York

POSTED MARCH 14, 2014

## Background

The Stella and Charles Guttman Foundation, located in New York City, is an independent grantmaking foundation founded by Stella and Charles Guttman in 1959.  In calendar year 2014, the Foundation expects to make grants of approximately $2 million to nonprofit organizations in New York City.

## Job Summary

Program Priorities

The Foundation intends to direct a substantial portion of its grantmaking to programs that serve low income infants, toddlers and preschoolers as they transition to kindergarten.  Special emphasis will be placed on programs that improve quality, expand services and create a strong continuum of care for children ages 0-3 in high need neighborhoods.

Support may include the expansion of evidence-based home visiting programs, infant health and mental health programs and professional development for center-based teachers, as well as home-based caregivers

Systemic investments in early childhood programs are viewed as an important first step to support neighborhoods with high levels of poverty and a large concentration of public housing.  In addition to early childhood programs, the Foundation will support organizations that work collaboratively to build a continuum of education, health and social supports for children from birth through college graduation.  The Foundation is also prepared to fund a limited number of other programs of merit that will likely promote student success at the CUNY colleges.

## Reports To

Elizabeth Olofson, Executive Director

## Responsibilities

In close partnership with the Executive Director, the Program Officer will:

* Develop the Stella and Charles Guttman Foundation’s grant portfolio
* Perform due diligence on grant applications
* Perform site visits, monitor and evaluate grants
* Prepare written funding recommendations for Board review
* Present grant recommendations to trustees at four Board meetings annually

## Qualifications

Bachelor’s degree (Master’s degree preferred), with at least three to five years’ previous philanthropic or nonprofit experience in New York City. Knowledge of and interest in early childhood education is preferred.

Candidates must have excellent writing and analytic skills as well as organizational and administrative skills.  Ability to manage and work on multiple tasks, to review and analyze budgets.  Flexibility and skill in working as a team member in a small office are a must as the position requires working in a high demand, multiple task environment with changing priorities.

Strong computer skills, including knowledge of the Windows Office Suite of products, Outlook Exchange, and the Internet.

## Compensation

**Commensurate with experience, plus generous benefits package**

## How to Apply

Send resume, cover letter and writing sample via e-mail to:

[resume@guttmanfoundation.org](mailto:resume@guttmanfoundation.org).

Ms. Elizabeth Olofson  
Executive Director  
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The Stella and Charles Guttman Foundation values diversity and is committed to the recruitment and retention of individuals of diverse backgrounds, sex, race, religion, and sexual orientation.

**Start Date:**  May, 2014

Only candidates being seriously considered for the position will receive a response from the Foundation.

Stella and Charles Guttman Foundation

([http://www.guttmanfoundation.org](http://www.guttmanfoundation.org/))