

HAROLD K.L. CASTLE FOUNDATION
Job Announcement

Position: Program Officer for Education

Reports to: Vice President & Executive Director

Supervisory Responsibilities: None at present

About Our Organization

The Harold K.L. Castle Foundation is a private charitable organization founded in 1962 and dedicated to building resources for Hawaii's future. The Foundation's current areas of programmatic interest include public education redesign, near-shore marine resource conservation, and the strengthening of vibrant communities in Windward Oahu. Currently, the Foundation distributes about \$7 million annually in grants. We see our grants as investments—investments in ambitious, creative initiatives that deliver results by clearly making Hawaii a better place for its children, communities, and environment.

Students in Hawaii's public schools do not have equal access to a high-quality education that allows them to reach their potential and that prepares them for the knowledge-driven economy of the future. Without deep systemic change to address this injustice, Hawaii will suffer further social bifurcation, a continued hollowing out of our democracy, and economic hardship for many families. Such change requires great leadership in every school and community.

Over the next 15 to 20 years, the Harold K.L. Castle Foundation will use its convening power, its support of bold ideas and promising new approaches, and up to \$2 million of its annual grantmaking funds to eliminate the achievement gap and the preparation gap in Hawaii's public schools. We do so primarily by building a critical mass of effective transformational leaders in each school and at higher levels of the State Department of Education. For more information on our recent grantmaking, please visit our website at www.castlefoundation.org.

Purpose

The Program Officer works to maximize the impact of the Foundation's philanthropic investments in public education and to responsibly reduce the Foundation's investments in private education. This person refines and implements grantmaking strategies. Working together with the Vice President & Executive Director and the President & CEO, s/he also identifies prospective grantees; solicits, reviews, and responds to grant proposals; prepares recommendations for Foundation funding and presents those recommendations at Foundation Directors' meetings six times per year; and works with grantees to monitor and support their activities. The Program Officer works with the Vice President & Executive Director to assess and communicate the lessons of the Foundation's past and current work. S/he will also pitch in to assist in other areas of grantmaking as directed by the Vice President & Executive Director.

The ideal candidate will have a combination of at least three of the following four attributes: 1) knowledge of social trends in Hawaii; 2) understanding of public education reform issues; 3) skills in public policy analysis; and 4) an awareness of the role of philanthropy in eliminating the achievement and preparation gaps in public education.

Required Competencies and Skills

- Skills in public policy analysis and an understanding of the role of philanthropy and the nonprofit sector in improving public policy regarding preK-12 education.
- Knowledge of and experience with the dynamics of change within low- to moderate-income communities and the schools that serve these communities.
- Excellent written and oral communication skills.
- Strong analytical, conceptual, and organizational ability.
- Demonstrated leadership skills and ability to manage and motivate others as part of a diverse team.
- Deep commitment to the Foundation's philanthropic mission, particularly to its dedication to the elimination of the achievement gap and preparation gap.
- Ability to adhere to the values of fairness, honesty, responsiveness, and approachability in interactions with staff, grantees, and applicants.
- Ability to meet deadlines while juggling multiple and diverse tasks.
- Skill in the areas of strategic and program planning, organizational development and management, and scaling up promising pilot initiatives.
- Ability to take risks, think and act boldly, and set and attain big goals.

Responsibilities

- Attains extensive knowledge of trends, concepts, research findings, and key thought leaders within the field of public education, pre-K to 12.
- Develops and maintains meaningful, positive relationships with current and prospective grantees and other community stakeholders.
- Identifies high-quality programs and outstanding management teams in which to invest financial and human capital. Solicits, evaluates and interprets proposal submittals, drafts proposal summaries prepared for the Directors meetings and conducts site visits on Oahu and occasionally on the Neighbor Islands and the U.S. Mainland. Assesses and assists grantee needs for technical support.
- When and as requested by the Vice President/Executive Director, represents the Foundation to the community.
- Participates in the preparation of communication materials such as the annual report, the website, proposal guidelines and press releases.

- Together with the President and the Vice President/Executive Director, builds relationships with grantmakers with funding interests similar to the Foundation.
- In her/his areas of programmatic responsibility, develops an evaluation strategy that allows the Foundation to measure and increase the impact of its work

Specific Requirements

- An advanced degree in the social sciences, law or public policy
- Minimum five years relevant work experience preferred
- Computer skills to include at minimum: Microsoft Word, Excel, PowerPoint, and Outlook; knowledge of Internet browsers and search functions
- Access to motor vehicle and ability to drive frequently to site visits

Compensation

The Harold K.L. Castle Foundation is an equal opportunity employer, offering a competitive salary and benefits package. Compensation is commensurate with experience.

Additional Details

Qualified candidates should submit a resume, cover letter, and a list of three references via email to the Foundation's Vice President & Executive Director, Terrence George, at tgeorge@castlefoundation.org. For best opportunity, applications should be received by October 15, 2007, although the position will remain open until filled. We regret that we will not be able to respond to phone inquiries about this position.