Program Officer for Philanthropy

The William and Flora Hewlett Foundation, based in Menlo Park, California, is looking for a Program Officer for Philanthropy.

About the Foundation

The William and Flora Hewlett Foundation has been making grants since 1966 to help solve social and environmental problems at home and around the world. The Foundation concentrates its resources on activities in education, environment, global development and population, performing arts, and philanthropy, and makes grants to support disadvantaged communities in the San Francisco Bay Area. The Foundation’s assets are more than $7.5 billion, with annual grant awards totaling more than $350 million. A 12-member Board of Directors provides overall direction for the Foundation. For more information about the Hewlett Foundation please visit the website at [www.hewlett.org](http://www.hewlett.org/).

About the Effective Philanthropy Group

The Effective Philanthropy Group, launched in August 2012, is designed to work collaboratively with all program and operational teams on issues across the Foundation, providing support in the areas of strategy, measurement and evaluation, organizational learning, philanthropy, and organizational effectiveness. It is a hybrid team that includes some grantmaking and some internal functions. The Program Officer for Philanthropy will report to the Director of the Effective Philanthropy Group and will have the opportunity to contribute and help shape this new team within the Foundation.

About Philanthropy Grantmaking

The mission of the Foundation’s Philanthropy grantmaking is to increase the social and environmental impact of the nonprofit sector by supporting the field of philanthropy. The Philanthropy Program’s grantmaking has been built around two primary strategies. First, the Program has been pursuing a grantmaking strategy that is intended to provide donors with easy access to high quality information about nonprofits in order to inform their charitable giving. This strategy includes supporting organizations that collect, analyze, and make data available about nonprofit performance.

Second, the Philanthropy Program invests in the efforts of key institutions devoted to improving philanthropic practice more generally. We seek both to learn from and inform the field. We help the Hewlett Foundation improve its own effectiveness and that of its grantees, ensuring that our practices internally are aligned with our Philanthropy Program externally.

Working with the Effective Philanthropy Group, the Program Officer has an exciting opportunity to not only maintain some focus on these two strategies, but also to consider new ways of strategically supporting the sector as experience and opportunities suggest.

About the Position

The Program Officer will have two primary areas of responsibility: (1) helping shape and execute a philanthropy grantmaking strategy and (2) overseeing the Philanthropy grantmaking portfolio—approximately $5 million at present. The Program is also expected to actively contribute to and learn from the sector and also serve as a strong team member and organizational citizen—of both the Hewlett Foundation overall and the new Effective Philanthropy Group.

More specifically, the duties of the Program Officer will include, but not be limited to, the following:

* Oversee the Philanthropy Program’s strategy, building on past grantmaking, incorporating lessons learned, and correcting the course of activities as appropriate.
* Lead the development of new strategies as opportunities emerge.
* Oversee active grants, track grantee progress, provide guidance and assistance to grantees, and respond to grantee reports.
* Prepare analysis and summaries of applications for Board grant dockets and written assessments of closed grants.
* Evaluate key grants and philanthropic initiatives and share results as appropriate internally and externally.
* Serve as an internal source for state-of-the-art philanthropic practice. At a minimum this includes attending key meetings and conferences in the sector across a variety of disciplines and perspectives; and developing briefing papers and reports that contribute to the Foundation’s understanding of new approaches, best practices, and trends in building sector capacity.
* Organize Foundation-sponsored meetings of grantees, experts, and practitioners in the field of philanthropy and high performing nonprofit practice.
* Collaborate with program staff and others on identifying topics of interest.
* Represent the Foundation at appropriate meetings, conferences, and site visits. This includes public speaking and the preparation of articles about the Foundation’s approach to philanthropy.
* Participate actively in foundation-wide learning sessions, planning activities, and organizational and team development efforts.

The Program Officer should ideally possess the following professional qualifications and personal attributes:

* A deep commitment to the core values and principles of the Hewlett Foundation
* An understanding of the broader field of philanthropy and the nonprofit sector: the organizations, associations, databases, consultants, publications, and other players that work to support donors and nonprofits
* The ability to think and act strategically, consistent with the Foundation’s commitment to outcome-oriented grantmaking and the ability to make trade-offs with end goals in mind
* Demonstrated ability to work collaboratively and effectively with peers in shared efforts
* Organizational savvy, diplomacy, and outstanding interpersonal skills
* Experience managing coalitions or other processes involving multiple organizations
* Demonstrated ability to process complex information and present ideas in a pragmatic and compelling manner
* Prior experience working with individuals from diverse racial, socioeconomic, and cultural  backgrounds
* An advanced degree in public policy, public affairs, business, or related disciplines (preferred)
* Relevant work experience in areas such as nonprofit management, philanthropy, strategic consulting, organizational development, or other related fields
* Experience working in both domestic and international contexts (preferred)
* Strong writing and public speaking skills
* The highest level of personal and professional integrity and quality standards
* Excellent judgment, flexibility, good humor, and humility

**Physical Demands/Work Environment**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is required to spend extended hours at the computer. This position also requires moderate levels of travel.

**Compensation and Benefits**

The Hewlett Foundation offers an excellent benefits package and a salary that is commensurate with experience and education. This position is exempt and full-time.

How to Apply

Please send a resume and cover letter explaining how your skills fit this position to the attention of Human Resources, The William and Flora Hewlett Foundation.