

POSITION DESCRIPTION
THE JAMES IRVINE FOUNDATION – SENIOR PROGRAM OFFICER
San Francisco or Los Angeles, CA
March 2016

The Opportunity

The James Irvine Foundation (<http://www.irvine.org>) is engaged in an exciting process of redefining its approach to grantmaking. Early this year, the Irvine Foundation announced its new grantmaking focused on families and young adults who are working but struggling with poverty. The Foundation will specifically address expanding economic and political opportunity for these families and young adults, including exploring ways to remove the systemic barriers that prevent too many Californians from achieving economic stability and political influence.

The Foundation is seeking a new Senior Program Officer who will work in strategic and creative partnership with the Foundation's program and other staff on initiatives to advance Irvine's strategic goals. The ideal candidate brings deep content expertise in fields related to economic opportunity and/or political opportunity with diverse communities, a track record of working with cross-sector collaborations, prior grantmaking experience, excellent project and/or portfolio management experience, strong relationship management and interpersonal skills, entrepreneurial drive, and the ability to thrive and succeed in a dynamic, fluid workplace environment.

Background

The mission of The James Irvine Foundation is to expand opportunity for the people of California. The Foundation board recently approved two overarching goals for the Foundation: expanding economic opportunity (so more California families and young adults are self-sufficient) and expanding political opportunity (so more low-income Californians are engaged and have influence in the decisions that affect their lives). The Foundation views these as mutually reinforcing goals.

The Foundation is seeking to expand its program staff to contribute to the development of new initiatives as well as implement ongoing, existing initiatives.

Senior Program Officers work in teams by initiatives, which may be led by a Portfolio Director, Senior Program Officer, or another senior staff member. Senior Program Officers have an advisor, typically a Portfolio Director, who provides professional

development coaching and performance assessments. The Portfolio Director to whom this position will report will depend, in part, on the person's background and interests and the distribution of staff reporting to various Portfolio Directors.

Key Responsibilities

The following are the Senior Program Officer's key responsibilities:

1. Initiative Leadership and Strategy Development

- May serve as a leader of an initiative team and likely will serve as a member of multiple initiative teams.
- As a team leader or member, contribute substantially to the development and iteration of initiative strategy.
- Develop and manage strategic relationships with regional and field leaders, and share insights with colleagues that inform the work.
- Remain well informed of current research, activities, and trends in the issues addressed by grantees.
- Support the development and implementation of initiative evaluation plans to track the impact of the work and allow for continuous learning.
- Inform the ongoing refinement of Irvine's initiative strategies through discussions with other Irvine program and senior staff.

2. Grantee Partnerships and Support

- Monitor the performance of an active grantmaking cluster; coach and advise grantee partners, including the negotiation of performance milestones to support grantee partner success.
- Identify organizations with strong potential for partnership; conduct due diligence and recommend grantee partners with effective track records, internal capacity, and strategic skills.
- Consult and coordinate with other Irvine program staff in exploring new grantmaking opportunities.
- Prepare and contribute to written materials that communicate the alignment of grantee activities with portfolio goals and strategies, including grant recommendations and context papers.
- As appropriate, convene grantees and others in the field to advance collective action, networking, and learning opportunities for partners.

3. Collaboration with Colleagues to Execute Initiative and Foundation-wide Efforts

- Collaborate with other staff — to coordinate with and contribute to projects and relationships that may connect to other Foundation efforts.
- Maintain a working knowledge of other Foundation efforts.

Qualifications

The ideal candidate has the following qualifications:

- Senior-level work experience in grantmaking or project execution focused on benefitting target communities or populations, which could be in the public, nonprofit or private sectors.
- An understanding of issues related to economic opportunity and/or political opportunity.
- A commitment to and track record of working with disadvantaged communities.
- A track record of working with cross-sector collaborations.
- Experience in project design and/or portfolio management experience, evaluation, policy, and communications efforts.
- A Bachelor's degree is required; a Master's degree is preferred.

The ideal candidate has the following skills and abilities:

- Demonstrated ability to plan and think strategically, set and achieve realistic goals, and objectives, and balance multiple priorities.
- Ability to assemble, analyze, assess, and draw conclusions from data.
- Excellent written and oral communication skills, and listening skills, and judgment in communicating within a variety of settings.
- Ability to represent the Foundation with any number of external audiences and to be a credible voice in the field in which the Foundation is working.
- Creative and entrepreneurial.
- The ability to work across the political spectrum, and to respect diverse perspectives.
- Ability to assess the leadership, track record, and capacity of a social sector organizations and collaboratives.
- The personal presence to represent the Foundation in diverse forums and relationships.
- A desire to work collaboratively in a dynamic team-oriented environment.
- Comfort with ambiguity and willingness to be flexible and adaptable to changes in the needs of the Foundation's various initiatives.
- Ability to thrive and succeed in a dynamic, fluid workplace environment. A track record of having worked in an organization in a formative stage and an ability to get things done.

Application Process

Interested applicants should send a resume, cover letter and salary information by email to:

Martha Montag Brown & Associates, LLC

www.marthamontagbrown.com

Email: Martha@marthamontagbrown.com

Phone: 818.790.8873