



THE
KLARMAN
FAMILY
FOUNDATION

Job Announcement - Senior Program Officer

The Klarman Family Foundation is seeking a second Senior Program Officer to join its team in Boston's Back Bay. As the Foundation continues to grow and focus its philanthropic resources, it seeks a talented, results-oriented professional who is committed to excellence and has the experience, knowledge, flexibility and collaborative spirit to help shape and implement the Foundation's funding strategies. The Foundation has active and engaged Trustees who value opportunities for leverage and collaboration with creative thought partners who share their funding interests.

During 2010 the Foundation will grant in excess of \$20 million to advance its philanthropic interests in the following areas: *Strengthening the Jewish Community & Supporting Efforts to Address anti-Semitism and anti-Zionism; Improving Children's Mental Health & Advancing Medical Research; and, Enriching our Local Community & Responding to its Urgent Needs.* While the ideal candidate will share the Foundation's commitment to the Jewish community and to ensuring a strong and secure Israel, the Senior Program Officer may work on a broad range of issues in each of the funding areas.

Reporting to the Foundation's Executive Director and working very closely with the current program staff and Trustees, the Senior Program Officer will:

- Conduct necessary due diligence, monitor progress of and evaluate current and potential grants
- Assess and proactively cultivate funding opportunities and partnerships in line with the Foundation's interests and priorities
- Prepare and refine proposal summaries, grant reports and other analyses as needed for staff and Trustee review
- Participate in the development, implementation and evaluation of new grant-making strategies
- Stay abreast of developments and potential partners in fields of interest to the Foundation
- Maintain knowledge about current trends / issues impacting the sector
- Conduct research and prepare analytical reports / briefing papers
- Represent the Foundation within the nonprofit and philanthropic community
- Positively contribute to the teamwork, learning and collaborative spirit of a small office
- Work on other projects and responsibilities, as assigned

Qualifications:

- Bachelor's degree required, Masters degree preferred
- At least 5 years of relevant experience and strong record of achievement
- Ability to read, interpret and summarize complex data and financial statements
- Mature judgment and discretion
- Intellectual curiosity, research and networking skills
- Exceptional written and verbal communication skills

- Attention to detail and accuracy
- Comfort with Microsoft Office Suite - knowledge of MicroEdge Gifts helpful
- Ability and willingness to travel for site visits and other meetings (throughout the US and potentially to Israel)
- Highly developed project management skills, including a proven ability to manage time, handle pressure and meet deadlines;
- Gracious, positive attitude and exceptional interpersonal skills – sense of humor appreciated.
- Knowledge of /experience in Israel and Hebrew language skills a plus.

Compensation is competitive and commensurate with experience.

Applicants should email a resume and cover letter with salary requirements to Kim Philbrick McCabe, Executive Director, c/o info@klarmanfoundation.org. Include “Senior Program Officer” in subject line. No phone calls please.