



Position Description –Senior Program Officer

The **Charles and Lynn Schusterman Family Foundation (CLSFF)** is a private foundation which supports programs that ensure vibrant Jewish life by empowering young Jews to embrace the joy of Judaism, build inclusive Jewish communities, support the State of Israel and repair the world. CLSFF is part of the Charles and Lynn Schusterman Philanthropic Network (CLSPN), a global association of charitable initiatives dedicated to spreading the joy of Jewish living, giving and learning, as well as to enhancing the quality of life in Tulsa, OK, and Jerusalem, Israel.

POSITION SUMMARY

CLSFF seeks a full-time Senior Program Officer based in its Washington, D.C. office. Under the supervision of the National Director, this professional will be responsible for helping shape the strategic vision and manage the related grantmaking, programs and initiatives to advance the Foundation's philanthropic agenda in North America. This includes our Israel Programs portfolio, focused on building understanding, support and connections to Israel by advancing Israel education, engagement and advocacy, as well as its broader national Jewish agenda, which is primarily focused on engaging young adults in vibrant, welcoming, values-driven Jewish communities. Specific responsibilities include:

- **Planning and Strategy Development:** Developing, implementing and evaluating new initiatives and funding strategies to build connections, understanding and support for Israel and to engage young Jews in vibrant, welcoming, inclusive Jewish communities
- **Grant Management:** Managing a major national grant portfolio for Israel Programs initiatives and organizations, as well as assisting the National Director in management of the young adult, Jewish service and inclusivity agendas.
- **Special Projects:** Designing and implementing special projects, programs and initiatives to advance our strategies.
- **Research and Evaluation:** Overseeing relevant research and evaluation efforts to assess and advance the Israel Programs and broader Jewish agenda of the Foundation.
- **Thought Leadership and Strategic Communications:** Representing the Foundation online, in the press, at conferences and meetings and speaking and writing about key strategic priorities and values.
- **General:** Working as a key member of the CLSFF and CLSPN professional teams to develop strategies to advance Jewish life and to enhance understanding and support for Israel in the U.S. and around the world.

QUALIFICATIONS

The following qualifications are representative of the high level of knowledge, skills, maturity, energy, judgment and ability to work with a wide range of constituencies required by the Senior Program Officer:

- Senior-level professional experience, preferably in a foundation, Jewish /Israel organization or academic institution
- Understanding of philanthropy and Jewish community and organizations
- Sophisticated understanding of Israel and experience working in an Israel-related field
- Outstanding interpersonal skills and a capacity to work with a wide range of people
- Excellent verbal and written communication skills
- Superior judgment and analytical skills
- Capacity to multi-task on a diverse portfolio
- Self-motivation and self-management while working closely with a team of peers
- Flexibility, poise and sense of humor
- Bachelor's degree required; Master's or Ph.D. preferred
- Knowledge of Hebrew language preferred

Interested applicants should submit a cover letter, resume and writing sample to jobs@schusterman.org.