

**THE RICHARD AND SUSAN SMITH FAMILY FOUNDATION**  
**SENIOR PROGRAM OFFICER JOB DESCRIPTION**  
**August 2016**

**Background:**

The Richard and Susan Smith Family Foundation is committed to effecting permanent positive change in the lives of the residents of Greater Boston, particularly individuals and families in economically disadvantaged communities. Today, three generations of the Smith family oversee the Foundation, stewarding nearly \$15 million annually in grants aimed at promoting greater health, educational attainment, and economic mobility. For additional information on the Foundation, its major grant programs and recent grant awards, please see [www.smithfamilyfoundation.net](http://www.smithfamilyfoundation.net).

The Foundation seeks a Senior Program Officer who will work closely with the Executive Director, other program staff, the Executive Assistant, and Trustees on Foundation strategy and program development and all phases of grantmaking. The position is full-time, based in Newton, MA, and reports to the Foundation's Executive Director.

**Primary Duties and Responsibilities:**

- Researches and keeps abreast of issues, trends, exemplary programs and best practices (nationally as well as locally) in the Foundation's major program areas; has lead responsibility for the Foundation's urban education and economic mobility grantmaking. Prepares thoughtful and comprehensive concept papers and research findings as required;
- Works with Executive Director, other program staff, and Trustees to develop, refine, and communicate Foundation strategy in key program areas;
- Collaborates with Executive Director, other program staff, and Trustees to develop new philanthropic initiatives and design grant programs as needed;
- Evaluates proposals and conducts due diligence, including interviews, site visits, and review of budgets and financial information. Prepares summaries and makes recommendations to the Executive Director and Trustees concerning grant proposals;
- Recommends and tracks desired outcomes and designs performance metrics to be used in assessing both individual grantee performance and the impact of the Foundation's grantmaking more broadly;
- Monitors grantee performance by reviewing and summarizing grantee reports, maintaining positive relationships with grantees, following up with grantees as needed to obtain necessary information, providing technical assistance, and engaging in problem-solving. Works with grantees to ensure compliance with grant agreements and successful program implementation;
- Works with the Executive Director to inform and engage the Foundation's Trustees, for example, by recruiting expert speakers for board and committee meetings in areas of high Trustee interest;

- Communicates with nonprofit agencies, public and private funders and the general public about the Foundation's grantmaking priorities, guidelines, and proposal review process; and
- Develops content for the Foundation's website and other communication vehicles as needed.

### **Qualifications and Expertise Desired**

- Significant prior philanthropic experience required (e.g. 5 years or more); familiarity with family philanthropy desired;
- Knowledge of Massachusetts policy and organizational landscape in urban education and economic mobility strongly preferred; a willingness to function in other content areas also required, as the Foundation's programmatic interests may shift from time to time;
- Familiarity with the Greater Boston area nonprofit landscape preferred;
- Ability to accurately assess nonprofit leadership, operational, and financial capacity and perform other due diligence required;
- Excellent interpersonal skills, a collaborative approach, and a willingness to work as part of a cohesive team required; possession of sound judgment, tact, humility, and discretion required in order to work effectively with a wide range of internal and external stakeholders including Trustees, other funders, thought leaders, grant applicants, grantees, program beneficiaries, the media, and the general public;
- Excellent analytical ability and outstanding written and verbal communication skills required, including the ability to summarize complex issues clearly and concisely and to develop and convey cogent recommendations; occasional public speaking required;
- Ability to manage complex processes and track multiple projects and activities to successful conclusion required;
- Undergraduate degree required; graduate degree or experience comparable to a graduate degree preferred;
- Expertise in MS Office (Word, Excel, Outlook, PowerPoint) required; familiarity with grants management systems desired;
- Access to and willingness to use personal vehicle for work-related travel within the Greater Boston area required (expenses to be reimbursed by the Foundation);
- Comfort with a high degree of autonomy and a small office environment required.

The Foundation offers competitive salaries and benefits; compensation will be commensurate with experience. The Foundation hopes to identify a successful candidate by November 2016, and that the successful candidate would be available to start employment soon thereafter.

Interested individuals should submit a letter of interest and resume by Friday, October 7, 2016 to Lynne J. Doblin, Executive Director, Richard and Susan Smith Family Foundation, Suite 104, One Newton Executive Park, Newton, MA 02462. Submissions may be sent electronically to [info@smithfamilyfoundation.net](mailto:info@smithfamilyfoundation.net).

The Richard and Susan Smith Family Foundation is an equal opportunity employer.