

## **Job Description**

**Position Title:** Program Officer

### **The Brinson Foundation**

The Brinson Foundation is a private family foundation, which has been supporting the areas of education and scientific research for over 20 years. The Foundation prioritizes supporting motivated people to reach their full potential and believes in the values of perseverance, truth and integrity.

The Foundation awards over \$6 million in grants to a portfolio of over 100 nonprofits annually with an average length of grant of over 12 years. The Foundation is governed by a family Board of five, is managed by a staff of four and is located in Chicago on the Magnificent Mile. More information is available on the Foundation's website: [brinsonfoundation.org](http://brinsonfoundation.org) and annual report: [brinsonfoundation.org/resources/](http://brinsonfoundation.org/resources/)

### **Role of Program Officer**

The Brinson Foundation is seeking to hire a Program Officer who will work closely with the President, staff and Board in fulfilling the Foundation's grantmaking objectives by identifying suitable grantees and implementing effective grantmaking strategies.

The Program Officer will be responsible for managing portions of the Foundation's grant portfolio, including a significant concentration on the Foundation's Endorsement priority as well as Literacy, Student Health and Liberty, Citizenship & Free Enterprise focus areas. For more information about these interests, see the Foundation's website: [brinsonfoundation.org/education/](http://brinsonfoundation.org/education/)

The Foundation strives to be responsive to the needs of the grantseeking community and to develop strong and collaborative relationships with grantees. As a result, the Program Officer will learn about the perspectives and challenges of both grantees and grantseekers and the issues that impact the Foundation's focus areas.

### **Responsibilities**

The Program Officer's specific responsibilities will include:

#### **Grant Review and Management**

- Working with the President to develop specific goals to further the Foundation's mission
- Assisting with identifying gaps in the portfolio and strategies to fill them
- Evaluating preliminary grantseeker inquiries
- Conducting initial meetings, site visits and due diligence meetings with potential and existing grantees

- Reviewing and analyzing the financial condition, operations and programmatic prospects and outcomes of potential and existing grantees
- Conducting reviews of assigned grantseekers and grantees

#### Board Meetings and Presentations

- Attending semi-annual and special Board meetings and occasional dinners
- Presenting assigned grant recommendations to the Board
- Preparing and delivering other Board reports and special projects as needed

#### Research and Continuing Education

- Researching and reviewing literature and meeting with representatives of peer foundations and community nonprofits to learn about current trends and developments in assigned areas of grantmaking responsibility
- Attending continuing education events to stay current on best practices in grantmaking

#### Administrative Support

- Working with the Grants Manager/Executive Assistant to ensure comprehensive and accurate internal data management
- Tracking grantseekers and managing grantee files and data

#### Other General Activities

- Representing the Foundation at philanthropic, nonprofit, community and association meetings and 1-2 conferences per year
- Developing relationships with key leaders and stakeholders in areas of assigned grantmaking responsibility

### **Competencies and Skills**

The ideal candidate will possess the following attributes:

- Excellent written and verbal communication, research and analytic skills
- Strong attention to detail and grammar
- Open mindedness to libertarian principles and the value of free market solutions
- Educational background, prior experience or significant knowledge of nonprofit organizations in one or more of the education fields in which the Foundation focuses its grantmaking
- Familiarity with Chicago is a plus
- Ability to interact with a variety of external and internal audiences including staff, Board members and representatives of the nonprofit community
- Team player with the ability to collaborate and build relationships both internally and externally
- Self-motivation, strong organizational skills, and ability to manage several projects at once
- Good judgment and integrity

**Work Schedule**

- Full-time, 40 hours/week
- In-office at 737 N. Michigan Avenue in Chicago (remote work is not offered)
- Infrequent domestic travel (1-2 conferences or grantee events per year) and evening work may be required for occasional Foundation events
- Position starts immediately

**Compensation and Benefits**

- Salary range: \$100,000 - \$110,000 per year
- Bonus compensation is discretionary and performance-based
- Comprehensive benefits package includes medical, vision, dental and life insurance; 401(k) retirement plan; and generous paid time off

**To Apply**

Qualified candidates should submit a cover letter and resume by September 30<sup>th</sup> to:

Christy Uchida  
President  
The Brinson Foundation  
737 North Michigan Avenue, Suite 1850  
Chicago, IL 60611  
[christy.uchida@brinsonfoundation.org](mailto:christy.uchida@brinsonfoundation.org)

*The Brinson Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*