



LUBIN FAMILY FOUNDATION

Program Officer

**Richard K. Lubin Family Foundation
Boston, Massachusetts**

The Richard K. Lubin Family Foundation was established in 1986. Since its inception, the Foundation has been dedicated to enhancing the quality of life in the Greater Boston region. The Foundation is committed to grantmaking that creates positive changes in education, medical research and clinical care, and the arts and culture

The Foundation is governed by an active and engaged board, largely of family members. As the capacity of its grantmaking has grown, the Board has recognized the need to hire a professional team that can support an ambitious grantmaking program.

Reporting to the Executive Director, the Program Officer will facilitate the work of the [Medical Research and Clinical Care Committee](#). For many years the Foundation has been a strong supporter of Boston's medical institutions. In 2022, it launched the Lubin Family Foundation Scholar Award which supports early career physician-scientists that show potential as future leaders in cancer research. As a key member of our small, collaborative team, the role also includes working closely with Trustees, and grantees. It calls for flexibility and strong skills in grantmaking, relationship-building, and facilitating Board engagement.

We seek a committed, versatile professional who enjoys playing many roles, someone who is both detail-oriented and eager to build systems and structures, while also helping to shape new initiatives and steward grantee relationships. This is a great opportunity to contribute meaningfully to a small, mission-driven, high-performing team.

Candidate Profile:

The Foundation is looking for a versatile self-starter who is aligned with the Foundation's values.

The successful candidate will bring the following:

- A collaborative approach to decision-making and problem solving.
- Exceptional interpersonal and communication abilities.
- The ability to work collaboratively with the Foundation's staff and Board.
- Strong project management skills with particular attention to detail and timelines.
- Flexibility in juggling multiple long and short-term projects and competing priorities.
- A proactive work ethic and willingness to "pitch in."
- Sense of humor and generosity of spirit.

- A healthy approach to work/life balance.

Responsibilities:

- Maintain and build content expertise by staying abreast of current research and data nationally, and with those in the Greater Boston area.
- Work with the Executive Director to define outcomes, expand and build within the Medical Research and Clinical Care area of focus, establish metrics to advance program goals and possible new initiatives in alignment with Trustee interests.
- Work collaboratively with other Program Officers to share learnings and contribute to foundation strategies and communications.
- Facilitate the work of Trustee Committees in identifying funding opportunities within Foundation priorities and program areas.
- Identify and conduct due diligence on potential grantees. This includes facilitating project planning and monitoring and evaluating grantee outcomes.
- Communicate with grantees to ensure successful completion of work according to Foundation objectives.
- Prepare written materials for internal and external audiences that summarize active and potential grants and effectively communicate Foundation objectives.
- Create all pertinent documentation, including requests for approval, award letters, and letters of agreement.
- Work with the Operations Manager to ensure the integrity of the data in the grant management system and, when needed, collaborate in creating new forms and reports to inform grantmaking, track deliverables, and monitor budgets.
- Prepare Board materials for quarterly meetings, including assisting with the Executive Director's report, PowerPoint presentations, and collation of data and materials.
- Undertake special research projects and analysis.

Qualifications:

- Knowledge and experience in philanthropy with ability to identify and facilitate grantmaking opportunities. Three to five years of experience in family philanthropy is preferred.
- Demonstrated commitment to social change, with experience and knowledge of medical research and clinical care.
- Demonstrated effectiveness in project management.
- Demonstrated ability to develop and maintain effective relationships.
- Outstanding written and oral communication skills.
- Attention to the details, while maintaining a strategic outlook.
- Bachelor's degree or higher.
- Efficient with standard office and grant management software.

Instructions for Applying, Nomination and Inquiring:

The Foundation has retained the search firm Isaacson, Miller to assist with this recruitment. To apply, nominate and/or inquire about the role, please follow the instructions at the website: XXX. All correspondences can be addressed to the Isaacson, Miller representatives noted below:

Jack Gorman, Partner
Kahn Lee, Managing Associate

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