



Senior Program Officer  
Neubauer Family Foundation  
Philadelphia, Pennsylvania

## THE SEARCH

The Neubauer Family Foundation (NFF), a consequential changemaker in the city of Philadelphia, seeks an entrepreneurial Senior Program Officer (SPO) to lead its K-12 education portfolio. Since 2013, NFF has invested over \$31 million to strengthen Philadelphia's K-12 ecosystem, with its most significant commitments heretofore focused on developing strong school leadership and supporting student success in high school. The SPO will build on the Foundation's legacy and develop, implement, and manage an active portfolio of grants across K-12 education, with a particular focus on launching an ambitious strategy to advance career and technical education (CTE) for Philadelphia public school students. This moment presents an extraordinary opportunity to connect Philadelphia's long history of innovation and production with the talent and potential of its young people.

In the School District of Philadelphia (SDP), the nation's eighth-largest district, more than 50 percent of the 198,000 students enrolled live in poverty. The deep economic challenges facing students and their families are complex and require strategic solutions with sustained innovation and investment. NFF is uniquely positioned to catalyze the transformation required at this moment in partnership with SDP, community organizations, businesses, and government. With increased federal attention to and investment in career, technical, and workforce education, coupled with NFF's commitment of resources, the SPO will be well-positioned to lead systems-level evolution.

NFF seeks an SPO with deep experience making measurable and substantive change in a large, multifaceted urban education environment. The preferred candidate will bring extensive knowledge of current and emerging issues in K-12 education, as well as a particular interest in advancing career and technical education. The SPO will be a seasoned collaborator and convener, unafraid to build relationships across diverse constituencies to achieve audacious goals. They will possess a strategic, systems-level mindset, strong communication and relational abilities, and excellent project management skills to implement complex strategic initiatives effectively. The SPO will join a dynamic team of six (plus another colleague in Israel) and work in a fast-paced environment that requires a team-based, results-oriented, adaptable, and entrepreneurial style. The SPO will report to the Executive Director and work closely with other members of the NFF team, including the Board of Trustees.

## NEUBAUER FAMILY FOUNDATION

Founded in 1998, NFF invests in people and data-driven, evidence-based initiatives intended to achieve transformational impact. NFF's philanthropic initiatives include strategic investments in Philadelphia's school system and community safety, innovative leadership of arts and cultural organizations and institutions of higher learning, and advancing new opportunities for Arab-Israelis to participate in Israel's high-prestige scientific revolution. NFF partners with organizations and institutions that have sound vision, fiscal discipline, coherent implementation plans, and metrics to measure progress. The Foundation distributes approximately \$25 million in grants per year.

NFF's signature education initiative, the Neubauer Fellowship for Education Leadership, launched in 2015 and expanded into the independent [Philadelphia Academy of School Leaders](#). The Academy has grown to include 173 Fellows, representing principals and system leaders across the city and beyond. This long-term investment has built a robust leadership pipeline designed to elevate instructional quality and improve school-wide outcomes.

NFF has also made targeted investments in key academic and enrichment areas. With \$7.6 million directed toward high school improvement, the Foundation adapted Chicago's evidence-based To & Through model to help Philadelphia high schools boost graduation rates by focusing on 9<sup>th</sup>-grade success. Beginning with a small group of struggling schools in 2016, NFF funded and expanded the 9th Grade Success Network—growing participation from five schools in 2018–19 to 28 schools in 2025–26—providing technical assistance through partners locally and nationally. In addition, NFF has supported algebra teachers through a year-long fellowship at the University of Pennsylvania, supported arts-focused principal coaching, and invested in arts education, data initiatives, and ArtistYear Fellows who provide direct instruction and coordinate school-wide arts programming. Together, these strategic investments aim to strengthen leadership, improve high school outcomes, and enrich student experiences across the district.

## The Current Moment

Philadelphia, once known globally as the “Workshop of the World”—a 19th- and early 20th-century manufacturing powerhouse producing everything from locomotives to textiles to ship components—built its identity through craftsmanship, industry, and innovation. Today's Philadelphia retains that spirit of industriousness through its thriving sectors, including education, healthcare, biosciences, creative arts, professional services, and advanced manufacturing. Recent public and private investments across the region—from infrastructure expansions to new industrial development—signal a city that continues to evolve while grappling with structural inequities in housing, health, and education. As Philadelphia's economy evolves across high-opportunity fields such as business and finance, healthcare, transportation, education, and the skilled trades, students risk missing out on thousands of strong career opportunities each year without appropriate preparation.

This convergence of economic transformation and educational need creates a new, urgent opportunity for investment in career and technical education. As Philadelphia's labor market expands, students need access to rigorous, industry-aligned CTE pathways that prepare them for emerging, high-value careers. Building on the Foundation's decade of experience funding leadership development, high school improvement, and arts programming, the next frontier of impact lies in aligning education with the region's economic future. Strategic philanthropic investment in CTE can catalyze partnerships with employers, modernize curricula, expand certifications and work-based learning, and ensure that students—particularly those facing poverty—gain the skills, experiences, and credentials that unlock economic mobility.

For more information on the School District of Philadelphia's existing CTE offerings, please see [here](#) and [here](#). To view SDP's current strategic plan, Accelerate Philly, please see [here](#).

## KEY OPPORTUNITIES AND CHALLENGES FOR THE SENIOR PROGRAM OFFICER

### **Develop the education program strategy to advance the Foundation's interests, particularly within career and technical education.**

Working in close partnership with the Executive Director and the Board of Trustees, the SPO will help identify unique leverage points that enable NFF's investments to create transformational change across the Philadelphia education landscape. They will draw from a systems-level and strategic mindset to:

- Monitor and identify emerging trends in CTE and K-12 writ large, focusing on issues relevant to NFF and where the Foundation's leadership and resources may have a unique impact.
- Analyze data and prepare internal written summaries to track and assess current and emerging issues for potential investments.
- Conduct landscape scans that identify innovative and effective local and national CTE models to scale, replicate, or adapt.
- Conceptualize new and refine existing programmatic strategy with guidance and input from NFF's leadership.
- Conduct due diligence on potential partners and identify the resources and personnel needed to execute the program strategy.
- Develop and execute tactical work plans in various stages of initiative development, implementation, and sustainability.
- Prepare written and other necessary materials that summarize strategic issues and decisions for the Board's consideration.
- Independently research, develop, draft, edit, and proofread written materials such as memos, reports, research summaries, policy analyses, correspondence, and other materials.

### **Uphold strong evaluation, learning, and continuous improvement practices.**

The SPO will demonstrate facility with measurement and evaluation methods to assess NFF and grantee partner impact. The SPO will bring a commitment to learning and impact to:

- Define measurable goals and identify methods for quantifying impact with reference to current research studies and findings.
- Lead the development of evaluation plans, working in conjunction with external evaluators as needed, and monitor grantee progress against goals.
- Prepare and present regular oral and written reports related to systems-level issues and progress within NFF's strategic investments in CTE and other areas related to education.

### **Build relationships with grantees, community partners, and other constituencies.**

The SPO will build and broker relationships with a variety of constituencies and enhance the Foundation's connections to relevant partners to advance a comprehensive CTE strategy. The SPO will bring a service and relationship-oriented approach to:

- Develop and manage partnerships with a broad base of relevant constituents.
- Communicate regularly with grantees, project partners, and funders of aligned efforts.
- Organize and facilitate convenings that enable the Foundation and other partners to understand the root causes of issues impacting Philadelphia.
- Act as an ambassador of NFF's mission in constituent meetings and community convenings.

### **Steward the Foundation's resources.**

The SPO will join a small, dynamic team that maintains a close relationship with grantees throughout the grant life cycle. The SPO will work closely with current and potential grantees and tap into a detail-oriented project management skill set to:

- Evaluate project budgets to ensure they are highly cost-effective.
- Draft grant agreements and conduct other grant administration required to initiate and maintain a grant partnership.
- Engage in clear and ongoing communications with staff and grantees, translate technical grant issues into easily understood terms, and manage expectations.
- Ensure excellent stewardship of the Foundation's funds and maximize impact.
- Manage contracts and consultants (as needed).

### **Uphold a strong team culture.**

The SPO will be an essential member of a small, active team and will work across organizational functions to benefit the Foundation's work and internal culture. As a team player, the SPO will:

- Participate in Foundation internal meetings, discussions, and team building to build and uphold a strong, collaborative team culture.
- Provide capacity and support to Foundation-wide initiatives and events as needed.

### **QUALIFICATIONS AND CHARACTERISTICS**

While no individual will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes, qualifications, and experiences:

- Experience in K-12 education required. Expertise in career and technical education (CTE) preferred.
- Experience testing what works and does not work when seeking to expand the scope, scale, and adoption of new programs or initiatives in a K-12 environment.
- Knowledge of Philadelphia-area issues and social sector landscape preferred. Experience in and understanding of analogous urban settings required.
- Seven to ten years of professional work experience in a fast-paced environment. Experience working within the nonprofit or civic sector required. Foundation experience preferred.
- A systems view of issues and opportunities; expertise in planning strategically and offering innovative solutions to challenging problems.
- Demonstrated curiosity and interest in issues spanning multiple content areas.
- A strong focus on goals and results, including a track record of meeting or exceeding goals with a strong sense of responsibility and accountability for outcomes.
- Research and analytical skills, including the ability to distill large amounts of information and to focus quickly on the essence of an issue.
- Experience in developing, articulating, and building buy-in internally and externally towards a clear vision. Expertise in motivating, inspiring, and moving others to action to achieve ambitious goals.
- Experience building positive relationships with diverse constituencies and maintaining a service orientation and a diplomatic and low-ego approach to working with others.
- Track record of building authentic, mutually beneficial relationships with racially, ethnically, and socioeconomically diverse communities.
- Effective written and verbal communication skills and the ability to adapt communication styles for different audiences as needed.
- Capability to work both independently with minimal direction and in collaborative team environments to achieve goals. Flexibility and adaptability to changing circumstances.

- Excellent project management and implementation skills; success in working efficiently, maintaining attention to detail, and planning, multitasking, adapting, and balancing requests from many constituencies.
- Excellent computer skills. Salesforce experience preferred.
- A self-starter with an action-oriented style, a demonstrated entrepreneurial mindset, and a positive attitude and sense of humor.
- Bachelor's degree required.

## EMPLOYMENT DETAILS

**Salary and Benefits:** The starting salary range for this position is \$175,000 – \$200,000 annually. NFF offers a generous benefits package that includes health and dental coverage, a funded health savings account, a 401(k) matching program, paid time off, holiday office closures, transportation/parking benefits, employee donation matching, and other generous benefits.

**Location and Commitment:** This is a full-time role performed at the Foundation's office in Philadelphia, Monday through Friday. Occasional attendance at Foundation or community events in the evenings or on weekends will be required. Travel within the local Philadelphia region will be required on an as-needed basis, with occasional travel outside of the region for Foundation-related events or meetings.

**COVID-19 Safety:** To maintain a safe and healthy workplace for all staff, COVID-19 vaccination is strongly encouraged.

## APPLICATIONS, INQUIRIES, AND NOMINATIONS

Nominations, inquiries, and applications, including resumes/CVs with cover letters responding to the opportunities and challenges outlined above, should be submitted to the search team via the hyperlink below. Screening of applications will begin immediately and continue until the search process is completed. If you require reasonable accommodation to complete an application, interview, or otherwise participate in the candidate selection process, we welcome you to submit an inquiry to the team.

Katie Rockman, Tatiana Oberkoetter, Berlinda Mojica, and Harley Bartles  
Isaacson, Miller

**Neubauer Family Foundation Senior Program Officer Search**

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This document has been prepared based on the information provided by the Neubauer Family Foundation. The material presented in this leadership profile should be relied on for informational purposes only. While every effort has been made to ensure the accuracy of this information, the original source documents and information provided by the Neubauer Family Foundation would supersede any conflicting information in this document.