

## Richard K. Lubin Family Foundation

### Program Officer

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 change in education, medical research and clinical care, and the arts and culture.

The Foundation is governed by an active and engaged board. 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 is a key member of our small, collaborative team. This is an evolving position, and one that will take on increasing levels of responsibility. It requires flexibility and a range of skills in grantmaking and in facilitating the interests of Trustees. We are looking for a committed, versatile professional who enjoys playing many roles.

The successful candidate will be detail-oriented and enjoy putting systems and structures in place. S/he will also welcome the challenge of helping to shape new initiatives while stewarding relationships with grantees. This is a wonderful opportunity to contribute to the work of a small, highly effective 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.

*The Richard K. Lubin Family Foundation is an equal opportunity employer. It does not and shall not discriminate based on race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, military status, or disability, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and grantmaking.*

## **Responsibilities:**

- Facilitate the work of Trustee Committees in identifying funding opportunities within Foundation priorities and program areas.
- Work with the Executive Director and Director of Education to define outcomes and establish metrics to advance program goals within the Foundation's areas of focus.
- Identify and conduct due diligence on potential grantees including interviews and site visits. This work includes facilitating project planning and monitoring and evaluating grantee outcomes.
- Communicate with grantees to ensure successful completion of work according to Foundation objectives.
- Maintain and build content expertise in grantmaking areas by staying abreast of current research and data at the national and local levels.
- 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.
- Liaise 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 budget.
- Prepare Board materials for quarterly meetings including assisting with Executive Director report, PowerPoint presentations, and collation of data and materials.
- Undertake special research projects and analysis to expand and build upon areas of focus and possible new initiatives.

## **Qualifications:**

- Knowledge and experience in philanthropy with ability to identify and facilitate grantmaking opportunities. Experience in family philanthropy preferred.
- Demonstrated commitment to social change, with experience in one of the Foundation's areas of focus.
- Demonstrated effectiveness at project management.
- Demonstrated ability to develop and maintain effective relationships.
- Outstanding written and oral communication skills.
- Bachelor's degree or higher.
- Efficient with standard office and grant management software.