

W. Clement & Jessie V. Stone Foundation

Job Announcement

Senior Program Officer

The W. Clement & Jessie V. Stone Foundation is a family foundation that has an asset base of \$100 million and a grantmaking budget of approximately \$4-5 million a year. The Foundation's grantmaking priorities are education, early childhood development and youth development. The Foundation makes grants nationally and in the Bay Area, Chicago, New York City and Boston. The Foundation is governed by a board of 14 family members who are actively engaged in the Foundation and committed to creating a fine grantmaking institution.

The Foundation has worked with a relatively small asset base of \$13-\$30 million, and in the latter part of 2005 will be endowed with a larger amount as a result of bequests from the estates of Mr. and Mrs. Stone, the Foundation's benefactors. For the past few years the Foundation has been preparing for this increase and has developed strategies and a focus in each of the grantmaking areas. With the increased asset base, the work of the Foundation staff will be to build on and refine that work.

The Foundation is seeking a Senior Program Officer to provide strategic direction and leadership in two of the three grantmaking areas of the Foundation. The Senior Program Officer will report to the Executive Director and will work with the Foundation's Grants Manager, as well as with the program committees of the Board. The Foundation is seeking a talented professional who possesses the intellectual rigor for conceptualization and analysis, as well as the skills and sound judgment to work effectively with a wide range of community members, grantees, Board members, and other foundation colleagues.

Responsibilities

The Senior Program Officer will be responsible for:

Grantmaking: this will include an ongoing assessment of the Foundation's portfolio in 2 of its 3 grantmaking areas, refining the grantmaking goals and strategies in keeping with the needs of the field and with the interests of the Board; identifying new grantees in furtherance of the grantmaking goals; conducting due diligence on grantees, including an assessment of the overall organizational health, the ability to undertake the proposed work, and the financial and staff resources to carry it forward; analyzing proposals and writing summaries for Board consideration; attending Board meetings and presenting additional information to the Board to assist them in making good grantmaking decisions; monitoring grantees' work and progress, and providing guidance and assistance to grantees where appropriate; identifying key challenges and lessons learned from grantees as a way to improve future grantmaking and to educate the Board and staff about the

work; identifying opportunities to engage Board members in the grantmaking work of the Foundation, such as setting up site visits.

Budget: working with the Executive Director to create the grantmaking and administrative budget in each of the 2 program areas, and monitoring the expense.

Communications: developing briefing papers that contribute to the Foundation's knowledge of new approaches, best practices and trends in grantmaking and in the Foundation's areas of interest; making presentations to the Board about issues and trends in our fields; presenting the work of the Foundation to a wide variety of audiences, including affinity groups, conferences, foundation colleagues, grantees, nonprofit groups, and leaders in the Foundation's grantmaking areas.

Knowledge of the field: continually researching developments in the grantmaking field in order to maintain a high level of knowledge about the issues and developments, who the key leaders are, major initiatives underway and promising efforts in which to leverage the Foundation's grantmaking; developing a network of foundation colleagues and creating opportunities to collaborate with foundations in the grantmaking areas.

Supervision: identifying and managing relationships with consultants as necessary; and managing contracts with consultants that support program work; working with Executive Director to coordinate work of the Grants Manager.

Board Relations: convening and facilitating meetings of the program committees of the Board, documenting meeting discussion and votes, and providing follow up to the meetings

Qualifications

We are seeking a candidate who not only has the knowledge and skills to further the work of the Foundation but also possesses the highest degree of integrity in working with the Board and the various stakeholders. The successful candidate will possess the following qualifications:

10 years in a senior management position in either the nonprofit sector or in a grantmaking institution, with experience in organizational and program development, implementation, evaluation and budget management;

The ability to identify grantmaking goals in 2 of the Foundation's areas of interest, and identify the best strategies and projects to further those goals, as well as to periodically assess the effectiveness of grantmaking strategies;

Knowledge of 2 of the Foundation's areas of grantmaking (early childhood development, youth development or education) including the key leaders, issues, trends and how best to leverage the Foundation's resources;

Superb communication skills, including the ability to write clearly and concisely; the ability to analyze information and to distill that information to advance the work of the Foundation; the ability to make presentations to the Board of Trustees and other stakeholder groups on issues of interest to the Foundation;

A proven track record in convening stakeholders, identifying areas of future and/or collaborative work, and implementing plans;

Experience analyzing program and organizational budgets;

Ability to work with an active and engaged Board of Directors, and provide opportunities for their continued engagement and learning.

The Foundation offers competitive compensation and benefits.

The Foundation is located in the Presidio of San Francisco.

Application process:

Please submit your resume, a writing sample and a cover letter outlining your salary requirements to:

Sandra Treacy
Executive Director
W. Clement & Jessie V. Stone Foundation
PO Box 29255
San Francisco, CA 94129-0255

or

sandra_treacy@wcstonefnd.org

In the subject line please reference the job title.

We will be accepting applications until September 30, 2005. We expect the successful candidate to start in this position January 1, 2006.