POSITION DESCRIPTION

Position Title: Program Officer
Location: Los Angeles or San Francisco
Reports to: Initiative Director
Status: Exempt
Application Deadline: Open until filled

FOUNDATION OVERVIEW
The James Irvine Foundation is a private, nonprofit grantmaking foundation dedicated to expanding opportunity for the people of California. The Foundation’s current focus is a California where all low-income workers have the power to advance economically. Since 1937 the Foundation has provided more than $1.87 billion in grants to organizations throughout California. With about $2.3 billion in assets, the Foundation made grants of $105 million in 2019. We have about 50 staff in two offices, one in San Francisco and the other in Los Angeles. The Irvine Foundation is committed, internally and externally, to the values of accountability, curiosity, empathy, equity, nimbleness, partnership, and transparency.

POSITION SUMMARY
The Program Officer ("PO") role requires a professional with strong analytical abilities, a high degree of initiative, and collaborative skills. Reporting to an Initiative Director, the PO will work in partnership with the Foundation’s program staff and other staff on a set of initiatives to advance Irvine’s vision of a California where all low-income workers have the power to advance economically. The ideal candidate has experience in project execution and grantmaking; and strong interpersonal, writing, and communication skills.

Program Officers work on one or more grantmaking initiative teams, which may be led by an Initiative Director or another senior staff member. Program Officers have an Advisor, who provides professional development coaching and performance assessments.

PRINCIPAL DUTIES & RESPONSIBILITIES
1. Grantee Partnerships and Support
   – Monitor the performance of a set of grants; coach and advise grantees, including the negotiation of performance milestones to support grantee partner success.
   – In partnership with the Initiative Director and relevant initiative leads, identify organizations with strong potential for partnership; conduct due diligence and assess grantees for effective track records, internal capacity, and strategic skills.
   – Consult and coordinate with other Irvine program staff in exploring new grantmaking opportunities within initiatives.
   – Contribute to written materials that communicate the alignment of grantees activities with initiative goals and strategies, including grant recommendations and context papers.
   – As appropriate, and in partnership with other Irvine staff, convene grantees and others in the field to advance collective action, networking, and learning opportunities
2. **Analyzing and Evaluating**
   - Remain well informed of current research, activities, and trends in the issues addressed by grantees.
   - Support staff in assessment and learning activities that inform strategy and continuous improvement
   - Participate in the ongoing refinement of Irvine’s initiatives, through discussions with relevant initiative teams.

3. **Collaboration with Colleagues to Execute Portfolio and Foundation-wide Efforts**
   - Collaborate with other staff — to coordinate with and contribute to projects and relationships that may connect to other foundation efforts.
   - Maintain a working knowledge of other foundation efforts.

**EDUCATION AND EXPERIENCE**
- A strong desire to contribute to the mission of The James Irvine Foundation
- Bachelor’s degree or equivalent work experience and background related to the role
- Experience in grantmaking or project execution focused on benefitting target communities or populations, which could be in the public, nonprofit, or private sectors, or in a substantive volunteer capacity
- An understanding of issues impacting low-income communities
- A commitment to and track record of working with disadvantaged communities

**DESIRED SKILLS AND ABILITIES**
- Ability to learn and work on new content areas quickly
- Excellent written and oral communication skills, and listening skills, and judgment in communicating within a variety of settings
- Ability to assemble and assess data and research, and conduct landscape analyses
- Experience in positively contributing to a culture of learning
- Demonstrated ability to plan and think strategically, set and achieve realistic goals and objectives, and balance multiple priorities
- Excellent attention to detail and follow through
- Demonstrate respect for diverse perspectives
- Ability to assess the leadership, track record, and capacity of social sector organizations and collaboratives
- Personal presence to represent the foundation in diverse forums and relationships
- A desire to work collaboratively in a dynamic team-oriented environment