

Senior Program Officer

Philadelphia, Pennsylvania (In Person)



OVERVIEW

The Neubauer Family Foundation (NFF) invites applications and nominations for its Senior Program Officer (SPO) role.

Founded in 1998, NFF invests in people and data-driven, evidence-based initiatives intended to achieve transformational impact. Philanthropic initiatives include strategic investments in Philadelphia's school system and community safety, innovative leadership of arts & cultural organizations, 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.

Based in Philadelphia, the SPO will develop, implement, and manage an active portfolio of grants initially focusing on initiatives related to community safety (prevention, intervention, and enforcement), and place-based collaborations in Philadelphia, but will act as a generalist and will be required to remain flexible and to adapt to new content work across a range of issue areas. The SPO will possess a strategic, systems-thinking mindset, strong communication and relational skills, and excellent project management skills to effectively implement strategic initiatives.

The SPO will join a dynamic team of seven and work in a fast-paced environment that requires a team-based, results-oriented, and entrepreneurial style. The SPO will report to the Executive Director (ED) and work closely with other members of the NFF team.



KEY RESPONSIBILITIES

Develop Program Strategy to Advance the Foundation's Interests

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

- Monitor and identify emerging trends for issues that are 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 as well as potential risks.
- Conduct landscape scans that identify innovative and effective local and national models to scale, replicate, or adapt.
- Conceptualize new and refine existing programmatic strategy with guidance and input from NFF's leadership.

- Conduct due diligence of potential partners and identify resources and personnel needed to execute 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 consideration of the Board of Trustees.
- Independently research, develop, draft, edit and proofread written materials such as memos, reports, research summaries, policy analyses, correspondence, and other materials.

Build Relationships with Grantees, Community Partners, and Other Stakeholders

The Senior Program Officer will build and broker relationships with a variety of stakeholders and enhance the Foundation's connection to relevant issues. The SPO will bring a service and relationship-oriented approach to:

- Develop and manage partnerships with a broad base of relevant stakeholders including philanthropy, universities, public sector, grassroots organizations, and community leaders.
- 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 stakeholder meetings and community convenings.

Uphold Strong Evaluation, Learning, and Continuous Improvement Practices

The SPO will demonstrate facility with measurement and evaluation methods to assess NFF's 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.

Steward the Foundation's Resources

The SPO will join a small, dynamic team who maintains a close relationship with grantees throughout the grant life cycle. The SPO will work closely with current and potential grantees and tap 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 Neubauer Family Foundation's funds and maximum impact.
- Manage contracts and consultants (as needed).

Uphold a Strong Team Culture

The SPO will be an important 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.
- Additional duties as assigned.



QUALIFICATIONS OF THE IDEAL CANDIDATE

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

Abilities and Attributes

- Demonstrates an entrepreneurial mindset and an ability to work in a fast-paced environment.
- Capable of working both independently with minimal direction and in collaborative team environments to achieve goals.
- Has an action-oriented style and is a self-starter.
- Takes a systems view of issues and opportunities; plans strategically and offers innovative solutions to challenging problems.
- Remains flexible and adaptable to changing circumstances.
- Demonstrates curiosity and interest in issues spanning multiple content areas.
- Exhibits 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.
- Develops, articulates, and builds buy-in internally and externally towards a clear vision.
- Motivates, inspires, and moves others to action to achieve ambitious goals.
- Builds positive relationships with diverse stakeholders and maintains a service orientation; maintains a diplomatic and low-ego approach to working with others.
- Communicates effectively in both written and verbal communication for a variety of stakeholders; can adapt communication style for different audiences as needed.
- Maintains a positive attitude and a sense of humor.

Desired Qualifications and Experience

- 7-10 years of professional work experience in a fast-paced environment (required).
- Bachelor's degree (required).
- Experience working within the nonprofit sector (required) and foundation experience (preferred).
- Knowledge of Philadelphia-area issues and social sector landscape (preferred).
- Research and analytical skills, including the ability to distill large amounts of information and to focus quickly on the essence of an issue.
- Excellent project management and implementation skills; works efficiently, maintains attention to detail, and is able to plan, multi-task, adapt, and balance requests from many stakeholders.
- Excellent computer skills including spreadsheet and database applications and word processing software skills; the ability to create, generate and modify documents using the applications.
- Strong facility with Salesforce and/or other grants management systems and best practices related to supporting and stewarding the full grant cycle is desirable.



COMPENSATION & BENEFITS

The starting salary range for this position is \$160,000 – \$180,000 annually.

NFF offers a generous benefits package that includes health and dental coverage, a funded HSA, 401k matching program, paid time off, holiday office closures, transportation/parking benefits, employee donation matching, and other generous benefits.



ADDITIONAL REQUIREMENTS

In Person Work Expectations

This is a full-time role that will be performed from the Foundation's office on Monday-Friday each week. Occasional attendance at Foundation or community events in the evenings or weekends will be required.

Travel

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.



TO APPLY

This search is being led by [Allison Kupfer Poteet](#), [Alejandra Villa](#), and [Robert Diggs](#) of [NPAG](#). Due to the pace of this search, candidates are encouraged to apply as soon as possible. Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume via NPAG's [website](#).

The Neubauer Family Foundation is an Equal Opportunity Employer.