

Howard and Geraldine Polinger Family Foundation

Program Officer

About the Foundation

Located in Washington, DC, the mission of the Howard and Geraldine Polinger Family Foundation is to improve the quality of life for families and their communities through support of innovative projects and successful ongoing programs. We are particularly interested in programs that preserve and strengthen Jewish life and the Jewish People, provide access to and appreciation of performing arts, and enhance the well-being of children and families.

Position Summary

The Polinger Foundation seeks a Program Officer to manage a portion of the organization's secular grants portfolio, guiding organizations from concept development through presentation of proposals and evaluation results. The Program Officer will also support research efforts that result in new grants, partnerships, and learning opportunities, approaching portfolio development through a systemic lens. The portfolio requires that a successful candidate be knowledgeable about promotion of strengths-based behavioral health for families and the landscape of healthy early childhood development.

The Program Officer is expected to develop and maintain a variety of relationships in the community, representing the Foundation at meetings and events and working with stakeholders to shape and influence agendas in support of our goals, outcomes, and strategies. This position offers the opportunity to develop subject matter expertise on additional topics relevant to the grant portfolios under his/her responsibility.

Responsibilities

- Manage, monitor, and coordinate a portfolio of grants, including conducting periodic reviews of progress with grantees, performing grantee site visits, reviewing financial and narrative reporting from grantees, and reviewing and approving grant status reports
- Work with the Foundation's grantees to develop proposals for grant recommendations; determine the goals for a grant, its activities, expected results, indicators of success, and budget; and facilitate feedback to grantees and potential grantees
- Produce and present written summaries, analyses, and recommendations for proposed projects and initiatives for Board review and education
- With guidance from the CEO, represent the Foundation and its work through leadership and participation in meetings, convenings, and partnerships within the community
- Collaborate with colleagues and key stakeholders inside and outside the Foundation to promote learning, exchange, and strategic partnership

- Remain current on key trends, relevant policies, and best practices related to the grants portfolio(s)
- Contribute to the overall success of the Polinger Foundation through participation in Foundation-wide activities
- Proactively identify and initiate research, relationships, and learning opportunities with relevant organizations to develop expertise on topics related to the grant portfolio

Qualifications

- Motivated and committed to the Polinger Foundation’s mission with an ability to operate in the present, plan for the future, and inspire others to do the same
- A minimum of 5 years of relevant experience in the philanthropic, nonprofit, public, or private sector, particularly in mental health-related fields, with progressively increasing responsibilities
- Excellent interpersonal and collaboration skills; demonstrated effectiveness in building relationships with and working with people at all levels and in multidisciplinary teams
- Exceptional written and verbal communication skills, with a clear and effective writing style and ability to translate complex ideas into clear, easy-to-understand concepts
- Demonstrated leadership presence and ability to develop and manage productive and collaborative relationships both internally and externally
- Demonstrated ability to think critically and analytically in order to gather and synthesize large amounts of information, quickly master new subject areas, make recommendations, and contribute to idea generation
- Ability to produce work independently, demonstrated flexibility with new processes, and willingness to acquire new skills and knowledge
- Professional orientation and skill to address issues within the context of systemic change and root causes
- Bachelor’s degree or equivalent required; Master’s degree in public health or mental health-related field preferred

Competitive salary and benefits offered, commensurate with experience.

To Apply

Please send your resume and a cover letter to polinger.foundation@gmail.com with “Program Officer” included in the subject line. No phone calls, please.

Applications will be reviewed on a rolling basis through July 21, 2017, with an anticipated start date on or about August 15, 2017.