



Silver Giving Foundation
Position Announcement
Program Officer

The Silver Giving Foundation is a grantmaking foundation based in San Francisco, CA. We support nonprofit organizations serving the children of California, primarily in the field of education. Our mission is to support and learn from extraordinary California educators, organizations, and policy makers who are expanding educational opportunities for all children, beginning with those who need them most. We envision a day when all California children are prepared to succeed in and strengthen our global, 21st century society.

Through our work, we aim to:

- Build networks of exemplary California educators, organizations and systems that demonstrate successful outcomes for the students they serve.
- Help our partners build capacity for greater impact and continuous improvement.
- Raise expectations for what is possible in the education field by working toward a common good.
- Partner with leaders at all levels to address large-scale systemic solutions to California's pressing education challenges.

We make grants in the areas of K-12 education, early learning, out-of-school time, and most vulnerable families. This year, the Foundation will award approximately \$11 million in grants to California's nonprofit organizations.

Position Overview:

The Silver Giving Foundation seeks a strategic thought partner to join our small, collaborative team. The Program Officer will conduct due diligence on existing and new grantmaking opportunities, build strong relationships with grantees, support strategy development, and immerse him/herself in our fields of interest with the goal of improving our ability to support our grantees and their constituents.

Position Responsibilities:

- Review and analyze grantee reports, proposals, strategic plans, evaluations, and other key work products
- Develop written analyses of grantee strengths and challenges in the following areas: program, organization/operations, staffing/leadership, finances/fundraising, scaling/impact, and learning/evaluation
- Conduct grantee site visits and meetings
- Build strong, trusted relationships with grantees across portfolios
- Identify prospective new grantees, as needed
- Help steward existing and prospective grantees through grantmaking process in alignment with organizational calendar
- Assess changing community needs that pertain to the Foundation's grants programs
- Review and remain current in issues and trends in education, early learning, out-of-school time, and most vulnerable families

- Develop and maintain strong relationships with other funders and experts throughout the sectors
- Represent the Foundation in local and statewide grantmaker networks
- Work with Foundation leadership to refine grantmaking strategy

Education and Experience:

- A Bachelor's degree is required and a minimum of 5 years' experience in nonprofit management, education, or other relevant field
- Demonstrated track record of leadership and innovation in the social sector
- Strong knowledge of education and youth development principles and practices, and their application in California settings
- Classroom or nonprofit experience is highly desired
- Familiarity with issues that impact children, youth and most vulnerable families in the Bay Area and across California
- Experience that demonstrates the ability to conceptualize, administer, evaluate, and communicate education and youth development programs is essential
- Although previous professional experience in philanthropy is not required, a previous relationship with philanthropy as a grantee, consultant or advisor is helpful.

Desired Skills:

- Impeccable written communications skills
- Strong analytical, quantitative, and problem-solving skills
- Demonstrated ability to work with diverse populations and communities
- Strong diplomatic skills: Ability to effectively and comfortably represent the Foundation in a variety of settings
- High integrity, honesty, and a commitment to quality
- Excellent organizational and detail skills: Ability to multi-task, track multiple projects, meet deadlines, set priorities, and manage details
- Ability to work independently, as well as with others, in a small, collaborative team environment
- Ability to read and effectively analyze nonprofit financial reports and budgets
- Computer Literacy: proficiency with Microsoft Word, Excel, PowerPoint and Outlook
- Experience and desire to work within a small, informal team environment with an emphasis on learning and continuous improvement
- A sincere dedication to the mission of the Silver Giving Foundation

This position reports to the Education Program Director.

Compensation: The salary and benefits package is competitive and commensurate with background and experience. Candidate must be willing and able to work out of the Silver Giving Foundation offices in San Francisco and to travel throughout California and nationally, as needed.

To Apply: Submit a cover letter and resume to grants@silvergiving.org by January 13th at 5 PM.