



Director Learning Differences Programme

Oak Foundation (www.oakfnd.org) commits its resources to address issues of global social and environmental concern, particularly those that have a major impact on the lives of the disadvantaged. With offices in Europe, Africa, India and North America, Oak Foundation makes grants to organisations located in around 40 countries worldwide.

The Foundation is seeking to recruit a Director of the Learning Differences Programme.

The Learning Differences Programme (LDP) funds a broad range of partners working to support educational success for the 20% of students who experience neurological variance (such as dyslexia, learning disabilities, ADHD and others) in how they process information in educational settings. The Programme currently supports over 50 partners, primarily U.S. based, but including several international programmes. LDP has an annual grant budget in excess of \$10 million.

Based in the Foundation's US office in Chapel Hill, North Carolina, the Director is responsible for the overall portfolio management and the management/supervision of a team of three staff. This involves:

- i) setting a 3-5 year strategy and planning its implementation and review;
- ii) managing the annual grant portfolio including budget allocation across the Programme;
- iii) managing field building activities including network development, funder relationships, convenings and collaborative projects;
- iv) overseeing processes for monitoring, evaluation and learning;
- v) developing communication networks for the programme, for internal and external use (e.g., website, annual report) and
- vi) representing Oak Foundation, particularly in areas and on issues related to the Programme's strategy.

Working closely with the President, Oak's Trustees and team members, the Director:

- ✓ plans and provides technical inputs to the grant portfolio, ensuring a smooth progression of grant-making throughout the budget year;
- ✓ supports the team in negotiating major and innovative grants, including negotiations with other private and public funding partners;
- ✓ Manages a small portfolio of grants
- ✓ reports to the Advisory Panel of the Foundation twice a year; and
- ✓ manages/leads a team of Programme Officers who deliver the strategy.



The Director reports to the President of the Foundation.

As Director, he/she will be a part of the Senior Management Team of Oak Foundation and will be expected to assume additional responsibilities, as requested.

Qualifications and skills required

- Advanced University Degree and at least 10-15 years' experience in the education sector. In addition, familiarity with working in a global context as well as experience in a philanthropic organisation would be useful. An eye for innovation and cutting edge initiatives is essential.
- Demonstrated technical knowledge in the education sector and a broad network of contacts.
- Demonstrated understanding of issues related to learning diversity, which could include: equity, policy, teacher preparation, personalized learning, neuroscience and educational technology.
- Demonstrated ability and track record in engaging stakeholders, including: students, parents, educators and funders.
- Advanced research and analytical skills, understanding of evaluation techniques and principles, management training and experience required.
- Understanding of non-profit financial reporting, budgeting and organizational strategy.
- Demonstrated ability to manage a team of senior level professionals.
- Demonstrated ability to work independently and as part of a team.
- Ability to work to deadlines.
- Excellent planning, analytical, negotiation and communication skills.
- Excellent written and oral English communication skills.
- Willingness to travel (approx. 20-25 per cent, including multiple international trips each year).
- At ease using contemporary software (word processing, excel, PowerPoint, email).
- Tact, maturity, and a good sense of humour.
- US citizenship or a valid work permit.

Competitive salary (based on qualifications & experience) and benefits.

To apply, please send your *curriculum vitae* and a covering letter by e-mail only to ldpdir@oakfnd.org no later than 3 July 2017.