

Program Officer

ECMC Foundation | Los Angeles, CA

Choosing a career with ECMC Group means joining a nonprofit corporation with a mission to help students succeed. With a vibrant mission and values, great benefits, and strong community involvement, ECMC Group companies are an ideal team to join.

Job Summary:

ECMC Foundation's mission is to inspire and facilitate improvements that affect educational outcomes—especially among underserved populations—through evidence-based innovation. The Foundation makes investments in two focus areas: College Success, and Career Readiness. Our office is located in downtown Los Angeles, however the work you will be a part of will impact students and adult learners all across the nation. ECMC Foundation is a part of ECMC Group which is based in Minneapolis. Learn more about ECMC Foundation by visiting www.ecmcfoundation.org and ECMC Group by visiting www.ecmcgroup.org.

As a member of the program team, the Program Officer will undertake a range of tasks, including but not limited to researching potential grantees, identifying key facts and statistics to support the Foundation's grantmaking, writing proposal summaries, managing relationships, maintaining paper and database records, reviewing financial statements, providing technical assistance, and organizing trainings and convenings. The Program Officer may also be asked to undertake and oversee other projects as assigned.

ECMC Foundation currently has open positions on both the Career Readiness and College Success teams.

- College Success is focused on increasing the number of college students from historically and presently underserved backgrounds, including low-income and first-generation populations, who pursue and attain bachelor's degrees.
- Career Readiness is committed to improving postsecondary career and technical education pathways that lead to credentials and provide a pathway to careers paying family-sustaining wages.

APPLICATION PROCESS

To apply, both a **resume and cover letter** must be [submitted](#) with the application by 11:59pm PST on **Wednesday, November 13, 2019**. To upload a cover letter, please upload a file under the resume/CV header on the "my experience" page.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Program Officer collaborates on the development and implementation of grantmaking strategy and goals. Essential duties and responsibilities include but are not limited to:

- Develop, review, analyze, and recommend grant proposals under the guidance of the Program Director
- Conduct due diligence of potential grantee partners, including analysis of financial information, site visits, and interviews with other funders and relevant stakeholders
- Prepare written summaries of grant requests for ECMC Foundation Board of Directors
- Oversee consistent grant monitoring and reporting, including the review of progress reports, maintenance of regular communication with grantees, and site visits
- Assist in the design and implementation of processes and systems which contribute to key strategy and portfolio management decisions
- Review and refine portfolio outcomes and indicators periodically and collect and analyze this data for all grants within the portfolio
- Maintain expertise in areas relevant to the education field and policy reform efforts that impact these issues nationwide
- Support the development and implementation of third-party evaluation to build evidence of the impact of our grants and program strategies, and to allow for continuous learning by grantees and ECMC Foundation
- Collaborate with Program Director to address technical assistance needs of grantees
- Ensure all funds are spent per the guidelines and responsibilities of ECMC Foundation, in accordance with compliance regulations and ECMC policies
- Promote collaboration and learning across ECMC Foundation grantees as appropriate
- Work with the Grants Manager to ensure Foundation database Fluxx is accurate, updated in a timely manner, and effectively utilized
- Identify issues to convene stakeholders and, as appropriate, plan, coordinate and lead convenings, using these opportunities to engage the education community
- Assist other ECMC Foundation staff and work as a member of cross-functional teams to ensure the effective and efficient operations of ECMC Foundation
- Perform other duties as assigned
- Comply with all ECMC Group Policies

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCERequired Education/Certification:

- Bachelor's Degree

Preferred Education/Certification:

- Master's Degree

Required Experience:

- 5-7 years of work experience in a relevant role. Ideal candidate's prior experience would be in education and/or philanthropy.

KNOWLEDGE, SKILLS and ABILITIES

The ideal candidate will have demonstrated the ability to effectively:

- Organize, plan, control and prioritize work/projects and regularly communicate progress to appropriate stake holders
- Manage resources and understands work/project scope, key players, urgency, inherent risks and business benefits
- Anticipate, understand and manage stakeholder expectations and consistent delivery of services and clearly and effectively convey information
- Plan and think strategically and conceptually about programs and implementation
- Understand the education system and the overall landscape, nonprofit organizational structure (including financials), public policy and outcome measures/evaluation methodologies aimed at assessing program effectiveness
- Manage partnerships and build effective relationships in varied environments and with diverse constituents
- Facilitate meetings and group processes for the purposes of agenda-setting, fact-finding, decision-making, peer learning and collaboration to accomplish shared goals.
- Write clear, concise analyses and narratives
- Convey information to individuals or groups including the ability to choose the appropriate method or methods of communication
- Prepare and give presentations, and to comfortably interact with diverse audiences, including Board members, civic and education leaders, and nonprofit and community groups
- Make well-reasoned decisions in the best interests of the organization's future.
- Work collaboratively and effectively with individuals of diverse backgrounds

- Analyze, identify and solve problems while using sound judgment and implement solutions to address business issues
- Show Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and a familiarity with database software
- Maintain excellent organizational skills and attention to detail
- Lead and manage projects, prioritize work effectively and adjust to multiple demands, with consistent attention to timelines
- Deliver on commitments as promised and acknowledge when commitments are not met and takes appropriate steps to fulfill what has been promised
- Work well independently and take direction
- Take initiative, and follow tasks through to completion
- Promote high standards of ethical conduct and behaviors consistent with organizational standards
- Display a sense of humor, flexibility, and the ability to contribute to a collegial, respectful, and supportive office environment

SUPERVISION/CONTACTS:

- Reports to – Senior Director
- Direct Reports – None (with the possible exception for interns and/or consultants)

WORK ENVIRONMENT

Our organizational culture values equity, inclusion and diversity, with the belief that learning is a lifelong practice. As such, a variety of professional development opportunities are made available each year to employees.

Working from home during standard business hours is not an option, but may need to work nights and weekends to complete assignments.

PHYSICAL DEMANDS

Sedentary work: Job involves sitting most of the time; walking, lifting, bending, standing etc. may be minimally required.

TRAVEL

Frequent: more than 25% of the time. Must be able and willing to travel to out-of-state sites, as required.

COMMITMENT TO DIVERSITY

ECMC Foundation is an Equal Opportunity Employer. The diversity of staff is critical to our success and we welcome applicants from diverse backgrounds. Individuals who reflect the communities and student populations that ECMC Foundation prioritizes are encouraged to apply.

BENEFITS

At ECMC Group companies, we don't just talk about valuing our employees, we back it up by providing a generous benefits program, as follows

- Health benefits—including medical, dental, vision, life and disability, and flexible spending accounts
- Wealth benefits—including 401k with a generous employer match
- Additional benefits—including robust health and wellness program, paid time off and holidays, birth/adoption bonus time off, tuition assistance, student loan reimbursement and more