



**Heising-Simons Foundation
Early Education Program Officer
Los Altos, California**

Unlocking knowledge, opportunity, and possibilities

The Heising-Simons Foundation (Foundation) invites nominations and applications for the position of Early Education Program Officer (Program Officer). In 2007, Mark Heising and Liz Simons created the Foundation, a family foundation that works with its many partners to advance sustainable solutions in climate and clean energy, enable groundbreaking research in science, enhance the education of the youngest learners, and support human rights for all people. Since its first grant in 2007, the Foundation has awarded more than \$338 million, including over \$75 million in 2017. The next Program Officer will join a rapidly growing organization that has quickly distinguished itself and continues to seek ways to accelerate social change through innovative thought leadership and grantmaking.

Reporting to the Education Program Director, the Program Officer will have the unique opportunity to design, implement, monitor, and evaluate a new portfolio of grants related to educational improvement and equity which may include a specific focus on dual language learners, low-income children, and children of color. The right candidate will be a person who is inspired by the Foundation's mission and brings content expertise, intellectual curiosity, cultural sensitivity, excellent written and oral communication skills, and a deep commitment to addressing issues of equity and diversity in education. The position will require a deep understanding of early childhood development and education as well as the science of learning, with a focus on ages birth to eight years. A demonstrated grasp of the strengths and challenges for dual language learners, as well as children facing structural challenges in gaining a high quality early education, is also important. The Program Officer will be a clear thinker who is open-minded, solutions-oriented, collaborative, and daring. The successful candidate will have experience across the education and/or philanthropic sectors. The Program Officer can be based in either the Foundation's Los Altos office or its San Francisco office.

The full position description, along with information on how to submit an inquiry, nomination, or application, can be found at www.imsearch.com/6582.

The Foundation is an equal opportunity employer. We welcome a diverse pool of applicants and make employment decisions based on merit. Foundation policy prohibits the unlawful discrimination based on race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital or caregiver status, physical disability, mental disability, military service, legally protected medical condition, prior record of arrest or conviction, or any other consideration made unlawful by federal, state, or local laws. Reasonable accommodation will be made so that qualified applicants with disabilities may participate in the application process. Please advise, in writing, any special needs at the time of application.