



Programme Officer – Learning Differences Programme

Job title: Programme Officer–Learning Differences Programme

Location: Chapel Hill, USA

Reporting to: Learning Differences Programme Director

Job status: Full-time position

The Learning Differences Programme is focused on students engaged in K-12 public schooling and the successful transition of students to post-secondary environments. The Programme supports institutions and not-for-profits that support the success of students with diverse learning profiles, such as ADD/ADHD, Specific Learning Disabilities/Difficulties and learning profiles which are not well matched to the expectations of traditional learning environments. Please visit the Oak Foundation website (www.oakfnd.org) for a complete description of the programme's strategy and current portfolio of grantees.

Position Description

The Foundation is recruiting a Programme Officer for the Learning Differences programme. Based in Chapel Hill, North Carolina (United States), the Programme Officer will:

- Maintain primary responsibility for management of a grant portfolio including grant development in alignment with the Programme strategy, due diligence, draft recommendations for funding, as well as maintain on-going contact, communications, evaluation, site visits and monitoring of grantee organizations;
- Support the measurement and learning processes of the Programme from initial conversations with grantees through preparation of a board level dashboard for reporting purposes;
- Contribute to the development and allocation of programme budget;
- Travel regularly for site visits, field meetings and grant development (25% of time); some international travel may be required;
- Contribute to the strategic development of the programme through specific areas of expertise and participate in planning conferences and attendance at professional conferences, seminars and donor forums;
- Support the programme by assisting with the preparation of relevant reports, such as monthly, bi- annual and annual reports.

Position Requirements

The successful candidate will have an advanced university degree, at least 7 years work experience (preferably 5 or more in the education field), with experience in education

philanthropy strongly preferred. Evidence of excellent written and verbal communication skills is required. Demonstrated skills in evaluation, the use of Excel, and database management are necessary. Knowledge of and experience with child development, education technology, and/or classroom teaching with diverse learners. Experience in project management is an advantage. The candidate should have the ability to work independently and as part of a team.

Essential Skills

- Excellent research, analytic, negotiation and communication skills are required for this post as well as management experience.
- A history of building strong relationships, with the ability to skillfully engage in collaborative work is essential.
- Likewise, keen attention to detail, the ability to complete technical writing on a deadline and the ability to organize and manage multiple projects simultaneously is equally important.
- Candidates who demonstrate an understanding of the neuroscience of learning and a deep familiarity with the public education arena, including reform efforts, leadership paradigms, use of technology and school change models are preferred.
- Tact, maturity, positive outlook and a sense of humor are necessary assets.

Benefits

A competitive package of remuneration and benefits will be provided.

Application Process

The Foundation welcomes applications from interested candidates who have a valid work permit or US nationality. To apply, please send your Curriculum Vitae, cover letter by email only to ldpo@oakfnd.org , no later than 28 February 2017. Please no telephone calls, faxes or personal visits.