

The William and Flora Hewlett Foundation
Organizational Effectiveness Officer

The William and Flora Hewlett Foundation seeks an Organizational Effectiveness officer to lead its grantmaking efforts toward addressing grantees' capacity-building needs.

About the Foundation

The William and Flora Hewlett Foundation has been making grants since 1967 to help people build measurably better lives. The foundation concentrates its resources on activities in education, the environment, global development and population, performing arts, and philanthropy, and makes grants to support disadvantaged communities in the San Francisco Bay Area. The foundation's assets are nearly \$9 billion, with annual awards of grants and gifts totaling over \$400 million. A 13-member board of directors provides overall direction for the foundation. For more information about the Hewlett Foundation, please visit www.hewlett.org.

About the Effective Philanthropy Group

The Effective Philanthropy Group (EPG) works collaboratively with program and operational teams on issues of cross-foundation relevance, providing support to programs in the areas of strategy, evaluation, monitoring, organizational effectiveness and organizational learning. EPG is a hybrid team that also makes grants to support the philanthropy sector. For more information on EPG, see our video [here](#).

EPG's Organizational Effectiveness (OE) portfolio supports the foundation's grantees be high-performing organizations with the ability to deliver meaningful and financially sustainable results over time for the people and causes they serve. OE provides relatively small, targeted grants to current grantees across the foundation's core programs to build capacity in areas such as strategic planning, leadership transition, board development and governance, fundraising, communications, and diversity, equity and inclusion. We believe that stronger organizations are more likely to achieve their (and our) goals. The program has made more than 700 grants since it began in 2004.

About the Position

The Organizational Effectiveness Officer reports to the Director of the Effective Philanthropy Group. In leading the foundation's OE grantmaking program, the officer will collaborate with relevant foundation staff to identify, understand and respond to grantees' capacity-building needs.

Program staff serve as the front line in making OE grants and working directly with grantees. The OE Officer provides guidance, advice, resources and referrals to help shape the best OE grants for an organization's circumstances.

Essential Duties:

- Oversee OE grantmaking, including providing program staff with guidance and proposal review
- Allocate, approve and advise on approximately \$3.7m annual grant funds across all grantmaking programs in the foundation (with occasional additional special project opportunities)
- Coordinate the OE “Liaison Group” of relevant foundation staff to ensure effective collaboration and alignment with program needs
- Serve as a resource for programs on organizational capacity issues and questions
- Provide staff with relevant training and other opportunities for learning and skills-building
- Liaise with the philanthropic field to share practices and lessons learned

Specific Roles and Responsibilities:

OE Program Oversight

- Provide timely review of approximately 90 OE grant proposals per year
- Provide advice and consultation to individual program directors, officers and associates as they work with their grantees to develop OE proposals. This includes providing guidance on grantees’ readiness to take on capacity-building projects, feedback on project ideas and proposals, and referrals to consultants, tools, articles, and other resources.
- Help shape OE pilot initiatives on particular capacity-building needs (e.g., diversity, equity and inclusion)
- Refine OE guidelines, application materials and proposal process as needed.
- Advise program teams on integrating capacity-building into their strategies
- Manage annual OE grants budget, make allocations to programs and track spending
- Refine the OE program’s expected outcomes and implementation markers. Develop and implement a plan for evaluating progress

Learning and Skills-Building

- Design and lead orientation sessions for new foundation staff on grantee capacity-building
- Periodically convene program staff to engage in peer learning
- Organize specialized capacity building training and other structured learning opportunities for staff on topics of interest

Other Foundation Support:

- Actively engage with peers in other foundations--sharing OE lessons and bringing new ideas back to the foundation
- Participate fully as a member of the Effective Philanthropy Group, collaborating with other team members and supporting team-wide activities

Qualifications

- Bachelor's degree required, with at least 15 years related work experience, relevant master's degree a plus
- Deep experience with organizational capacity-building and assessment for nonprofit organizations
- Experience in the philanthropic, nonprofit or consulting sectors
- Ability to think strategically, work independently, and take initiative to implement change
- Adept at leading and collaborating with others within a team-based environment
- Proven project management skills. Ability to define and refine goals, break down projects or processes into tasks, work within resource constraints, define and assign tasks, establish milestones, and bring projects to successful completion
- Excellent written and oral communication skills
- Strong interpersonal skills, with an ability to listen well, interact effectively with individuals at all levels of the organization, and build strong relationships both internally and externally
- Willingness and inclination to receive and act on feedback to achieve better performance and work products
- Excellent time management skills; adept at planning, prioritizing assignments, handling multiple complex assignments, and setting and meeting deadlines
- Experience with diversity, equity and inclusion matters a plus

Physical Demands/Work Environment

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to spend extended hours at a computer.

How to Apply

Please send a resume and cover letter explaining how your knowledge and skills fit this position to the attention of Human Resources, The William and Flora Hewlett Foundation.

- Email: employment@hewlett.org (Subject Line: [Your Name] – Organizational Effectiveness Officer)

The William and Flora Hewlett Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.