

**Clarence E. Heller Charitable Foundation**  
**Position Announcement**  
**Program Officer**

Organization Description

The Clarence E. Heller Charitable Foundation is a private family foundation based in San Francisco, California. Grantmaking in three program areas – Environment and Health, Education, and Music – is directed primarily for support of California-based nonprofit organizations or organizations that have programs in California. At present, funding priorities in Education are focused on improving teacher practice in arts education and environmental education as well as supporting efforts to increase equitable student access to these programs. Music priorities are focused on support for professional ensembles and instrumental music instruction for children.

Position Description Summary

The program officer is responsible for grantmaking in the Music and Education program areas. The program officer develops and maintains a high degree of knowledge regarding current issues in these program areas in order to provide sound advice on foundation policies and grantmaking to the executive director and the board of directors. The program officer is expected to take leadership positions in professional philanthropic organizations and to represent the foundation in the community. This is an exempt position, which reports to the executive director.

Duties and Responsibilities

Programs/Grantmaking

- Work with the board of directors and executive director to further the mission and goals of the foundation in the Music and Education areas
- Identify funding opportunities in Music and Education that are consistent with foundation goals and priorities
- Analyze and evaluate project proposals
- Make site visits to grantee and potential grantee organizations
- Perform programmatic and financial due diligence on potential grantee organizations
- Prepare cogent analytical written presentations for board dockets
- Stay informed about trends and issues in Music and Education by attending conferences, reading reports, and news periodicals
- Engage in discussions with other funders and organizational leaders about issues in these areas

- Attend performances of foundation grantees and potential grantees
- Review and assess reports from funded projects
- Stay informed of current best practices in fields of interest and in philanthropy
- Prepare periodic lists of denied programs with clear reasons for decisions
- Manage a small-grants program administered by the San Francisco Foundation through a donor advised fund
- Perform research and other assignments identified by the executive director

#### Board/Executive Director/Staff Relationships

- Maintain strong and effective working relationships with the executive director and the board of directors
- Inform the executive director and the board of directors of issues in Education and Music program areas
- Prepare periodic reports of activities and issues for board dockets
- Develop and maintain teamwork with all staff members in a trustful, respectful, and cooperative small-office setting

#### Grantee and Public Communications

- Respond to inquiries from grantseekers and the general public about foundation goals and priorities
- Explain foundation priorities and procedures to grantseekers via telephone, email, and in person
- Participate in grantmaker affinity groups, such as Grantmakers in Education, Grantmakers for the Arts, and Northern California Grantmakers by serving on and/or chairing various committees and attending conferences
- Work with executive director, board of directors, and website designers to determine and maintain appropriate look and feel of the foundation's website

#### General Administration

- Maintain current grants awarded and paid list
- Prepare and update current grants summary table
- Develop familiarity with grants-management software
- Participate in evaluating operating budgets and accounting procedures
- Assist in providing financial information to bookkeepers and tax accountant

## Qualifications

- Familiarity with the nonprofit, public interest sector
- Knowledge, or the ability to quickly learn, about the issues in music, arts education, and environmental education
- Strong alignment with the foundation's values
- Sound judgment about people and issues
- Capacity to work collaboratively and independently as needed
- Comfort with receiving feedback and assisting others
- A commitment to continuous learning
- Ability to work effectively with diverse groups, ranging from boards of directors to small, grassroots organizations
- Ability to explain decision-making processes and synthesize complex information into brief issue-oriented written and oral presentations
- Ability to maintain objectivity in proposal evaluations
- Ability to maintain confidentiality and exercise discretion in communications
- Ability to be an empathetic listener when interacting with grant applicants
- Excellent research, writing, and oral presentation skills
- Strong organizational skills with attention to detail
- Capacity to see how details fit into a bigger picture
- Ability to complete work accurately on deadlines
- Flexibility in assuming additional responsibilities when necessary as required at an organization with a small staff
- Proficiency with Microsoft Office software and general computer literacy

## Salary and Benefits

The foundation offers an excellent benefits package and a salary commensurate with work experience and salary history.

The foundation's office is in downtown San Francisco.

## To Apply

Please send a cover letter explaining how your past work experience matches the requirements for this position. Email letter, along with your resume, in PDF format, to [lourdes@cehcf.org](mailto:lourdes@cehcf.org). The position starts in late 2019 or early 2020. Please no calls or phone inquiries.