<table>
<thead>
<tr>
<th>Job Title</th>
<th>Program Officer (Education)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer/ Agency</td>
<td>Houston Endowment Inc.</td>
</tr>
</tbody>
</table>
| Job Description           | Houston Endowment Inc. (the “Foundation”) seeks an experienced professional with a strong understanding of partnering with school systems to improve the conditions for all students to access a great public education to join our team as a Program Officer (the “Program Officer”). Reporting to the Director and serving as a member of the Education Team, the Program Officer will be responsible for grant portfolios, research, and analysis in support of grant management, grant-making, strategy development, communications, and advocacy. The Foundation’s Education Team focuses on public school systems – district and charter pre-K through 12th - to improve outcomes for Black, Latino, and/or economically-disadvantaged students. The Program Officer’s role includes the following:  
• In partnership with the Director, develop and manage a portfolio of grants to achieve the Foundation’s education goals. These grants will represent a carefully designed, cohesive set of investments to achieve planned outcomes. Related activities include the following:  
  • Manage internal processes and portfolio progress while ensuring appropriate documentation, grant budgeting and reporting.  
  • Review letters of inquiry and grant proposals as needed; provide clear, concise and insightful written analyses and recommendations for funding including drafting and editing proposal summaries and progress reports for existing grants for review by Foundation leadership.  
  • Conduct appropriate due diligence of applying organizations thorough interviews, site visits and research, and analysis of relevant programmatic and financial information on the organization and its leadership;  
  • Collaborate with Learning and Evaluation team to apply and evaluate milestone-based grantee performance objectives and to share knowledge gained from evaluation process with colleagues to inform future grantmaking;  
  • Collaborate with Grants Management and Finance teams to ensure that grants are processed effectively, in a timely manner, and in full compliance with all applicable rules, regulations and internal processes;  
  • Consult with grantees to achieve desired impact of grants; conduct site visits, provide technical guidance, and convene meetings.  
• Develop, maintain, and manage collaborative partnerships with grantees and non-grantees in an effort to cultivate and influence conditions that advance the Foundation’s goals.  
• Participate in local, regional, and national networks to obtain and maintain a high level of knowledge of the most effective strategies, including local and national policy trends, to elevate equitable opportunity and outcomes for learners from historically underrepresented groups.  
• Review and refine strategic direction by seeking and analyzing information, trends and best practices related to topics of importance.  
• Write and deliver high-impact presentations, strategic plans, and research briefs for the Foundation’s Executives and Trustees.  
• Develop collaborative partnerships with other national and regional funders to exchange information, share lessons, and leverage each other’s efforts.  
• Serve as a thought partner, leveraging internal and external networks to engage in team problem solving; share |
evolving education trends and best practices; and contribute to knowledge creation initiatives. Participate in Foundation committees and/or special projects, as appropriate.

**Qualifications**

- Bachelor’s degree required
- At least seven years’ professional experience in the field of education, with at least two years of teaching experience and three years of school-based leadership and/or network/district-based experience.
- A clear vision of rigorous, high-impact instruction and assessment, as well as related academic program and leadership practices necessary to drive meaningful school improvement and/or network/district growth.
- Experience managing program implementation through teachers and school-based leaders.
- Experience analyzing and synthesizing program-related data (instructional, school culture, talent, etc.) and drawing insights to drive decision making.
- Familiarity with the nonprofit, philanthropic or foundation sector a plus.
- Excellent written and oral communication skills, including the ability to make complex issues understandable and relevant to external audiences.
- Track record of success in developing new ideas and programs and building commitment among stakeholders.
- Detail-oriented and highly motivated.
- Experience leveraging project management tools and processes, research, and analytical problem-solving skills to drive extraordinary outcomes.
- A well-rounded interpersonal skill set, with the capacity to build strong collaborative relationships, work effectively in a team environment, and facilitate joint problem-solving with partners and team.
- A learning mindset and the ability to seek out and synthesize new information about innovative ideas and emerging best practices.
- Passion for supporting the Foundation’s efforts to improve quality of life for the people of greater Houston.

**Salary/Hours**

Salary will be set in accordance with the successful candidate’s experience. In addition to salary, the candidate will be eligible for the Foundation’s comprehensive employee benefits programs, including health, dental, and vision plans, time off, life insurance, short- and long-term disability as well as matching 401(k) and pension retirement plans.

**Employer/Agency**

Houston Endowment Inc.

**City, State, Zip**

Houston, TX

**Application Method**

https://recruiting.paylocity.com/Recruiting/Jobs/Details/544000

**Opening Date**

Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.