



Education & Economic Mobility Program Officer

Joyce Foundation, Chicago, IL

The Joyce Foundation has an opening for a program officer to help manage the K12 education grant portfolio within the Foundation's Education & Economic Mobility Program. The K12 portfolio currently focuses on educator quality and college-and-career readiness.

Background

The Joyce Foundation is a nonpartisan private foundation in Chicago that invests in public policies and strategies to advance racial equity and economic mobility for the next generation in the Great Lakes region.

We support policy research, development, and advocacy in five areas: Education & Economic Mobility, Environment, Gun Violence Prevention & Justice Reform, Democracy, and Culture. Joyce focuses its grant making in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin, and partners with funders to explore promising policy solutions in other states and at the federal level.

The Joyce Foundation has a staff of 28, is governed by an 11-member Board of Directors, and has assets averaging \$1 billion. The Foundation distributes approximately \$50 million in grants annually to organizations that combine creative ideas for broad, systemic change with a strong strategic sense of how to make change happen. The EEM Program awards about \$14 million annually, with the K12 portfolio awarding about \$8.5 million of that total amount.

Education & Economic Mobility Program

Staff: The EEM Program consists of the Education Program Director of the K-12 portfolio and a Program Officer for the K12 portfolio; a Senior Program Officer of the higher education portfolio, and a Program Assistant who supports the entire team. They work collaboratively to carry out the Program's priorities. They are also supported by an interdepartmental team of grants management, communications, and administrative professionals.

Current Priorities:

The EEM Program aims to ensure equitable access to high-quality education and jobs that pay family-sustaining wages. We focus on young people of color and those from low-income backgrounds.

In the K12 portfolio we support effective public policies that ensure low-income students and students of color attend schools with high-quality educators and graduate high school with the momentum they need to be successful in college.

- Educator quality: We support federal, state, and school district policies that ensure students have teachers and principals who are highly trained, properly evaluated, and well supported in their professional growth.
- College-and-career readiness: We support state and federal policy that better prepare students for college and career success, including early college credits, work-based learning, and interventions to reduce college remediation.

K12 Program Officer Responsibilities

This is a dynamic position with tremendous opportunity for creativity and initiative in carrying out the following core inward- and outward-facing responsibilities.

Proposal cultivation and evaluation: Seek new funding opportunities, as well as grant renewal requests to continue effective projects; shepherd funding requests through a multifaceted review process, assessing them on their own terms and with respect to the Foundation’s priorities; negotiate changes to proposals, as necessary; write detailed recommendations of individual grants and clusters of related grants for Foundation support.

Grant management and oversight: Solicit proposals that are consistent with the program’s strategy and goals through a process that includes reviewing letters of inquiry, site visits and other meetings; monitor funded projects, working closely with grant recipients to ensure work is of the highest quality and complies with all legal requirements; support grantees in carrying out their projects, including participating in/hosting meetings, reviewing drafts of project outputs, and connecting them with other funders, policymakers, and the media; extract lessons from funded projects and see that they are used to inform future Foundation decisions and, as appropriate, shared among other grantees whose work would benefit from them.

Internal communications: Prepare high-quality written materials and oral presentations to communicate strategy recommendations, grant recommendations, and assessments of progress toward goals to the management team and Board of Directors; collaborate well with other program staff members and other Joyce colleagues.

Amplification, networking and external relations: Work closely with the Foundation’s communications team to develop and disseminate messages that advance Program goals; deepen knowledge of the field and play a leadership role in relevant philanthropic and non-profit networks; build one-on-one relationships with local, state, and national education policymakers and other stakeholders that can help deliver on the Foundation’s priorities; use the Foundation’s convening ability to bring together groups of grantees, funding colleagues, policymakers and others at pivotal moments.

Program development and strategic planning: Continuous learning and extensive outreach to leaders in the field to inform and refine priorities and strategies; monitor progress toward benchmarks measuring Program impacts; develop and manage annual and multi-year grant budgets to maximize impact of the Foundation’s resources.

Qualifications

The ideal candidate must have the following experience, skill set and abilities:

- At least five years of professional work experience in a relevant content field, such as K12 education policy making, advocacy or grantmaking, as well as a deep commitment to equitable outcomes for young people.
- An understanding of the ways in which public policies are created, shaped and changed at the local, state and federal level.
- Proven analytical and strategic capabilities: the capacity to understand complex issues and organizations, and the ability to conceptualize, evaluate, manage, and implement strategies and projects.
- Exceptional writing skills, including the ability to compose compelling internal and external documents for both experts and general audiences.
- The ability to work creatively with grant applicants and recipients and with colleagues in the Foundation and in the field to foster innovative program ideas and grant requests; demonstrated effectiveness in developing networks and productive working relationships with diverse constituencies.
- The personal presence, confidence and graciousness to move seamlessly and operate effectively in diverse forums and organizational relationships.
- Openness to new ideas and the ability to innovate and take risks in pursuit of high-impact solutions.
- Flexibility and a good sense of humor.
- A minimum of a bachelor's degree.
- Willingness and ability to travel extensively, especially within the states of Minnesota, Wisconsin, Illinois, Indiana, Michigan, and Ohio.

To Apply

The Joyce Foundation values the unique traits that diverse backgrounds and experience bring to our shared work. We encourage qualified, interested individual to apply. The Foundation offers a competitive salary for this position, commensurate with experience, and excellent benefits.

Applications will be reviewed on a rolling basis and interested parties are encouraged to apply early.

Applications must:

1. Include a resume;
2. Include a cover letter that speaks to how your experience meets the needs outlined above.

Please reach out to Education Program Director Stephanie Banchemo SBanchemo@Joycefdn.org if you are interested.