The Walton Family Foundation is seeking a skilled, highly motivated and entrepreneurial individual to join the foundation as a Program Officer.

About the Position

The Program Officer will manage a diverse portfolio of local and national grantees, as well as manage strategic projects and initiatives. Specific duties include the following:

- Help shape investment plans aligned with the K-12 Education strategy, develop and track budgets, and be held accountable for yearly progress
- Manage relationships with grantees and potential grantees including seeking and performing due diligence on proposals aligned with the K-12 Education strategies
- Shepherd proposals through the foundation’s approval process, as well as provide guidance to and work with grantees to achieve significant impact
- Identify potential new partnerships and opportunities including identifying prospective grantees and funding partners
- Assist grantees in developing and implementing maintenance, monitoring, and funding strategies that lead to the achievement of strategic goals
- Collaborate with Foundation colleagues, including members of the Foundation evaluation and communications teams to implement, refine, and expand the Foundation’s impact.
- Manage workflow and processes with grantees, across Foundation offices, and with family members
- Review budgets for appropriate expenditures, review legal documents, monitor grantee operations, review financial and narrative reports and work with our administrative team to ensure timely payments.
- Provide superior customer service; be proactive in anticipating needs and provide accurate, timely resolution of issues when they arise.
- Other projects and assignments as requested by the K-12 Education team, Foundation leadership, and/or family members.

Who we are looking for

Personal attributes that support your success

The Program Officer should ideally possess the following attributes:

- Ability to give and receive feedback graciously,
- Demonstrated success in building effective relationships and networks to achieve results
Walton Family Foundation  
Job Description

• Self-directed and decisive problem solver who can also be flexible
• Superior communicator who treats everyone with respect
• Intellectual agility and the ability to analyze, think critically, and understand emerging education reform issues
• Proven skills at organization and time management
• Exceptional attention to detail, even while managing multiple projects simultaneously
• Ability to anticipate issues and problems in advance and propose possible solutions
• Possess unquestionable ethics and personal integrity
• Effective team member who is also able to act independently
• Willing to travel up to 30% of the time

Qualifications required for your success
The Program Officer must possess the following professional qualifications:
• A Bachelor’s degree; relevant master’s degree or higher preferred.
• At least 5 years of work in a professional, K-12 reform or philanthropic environment
• Strong written communication skills with experience in producing both brief and longer written products in a timely fashion for internal and external audiences.
• Public speaking experience with the ability to convey complex issues to internal and external audiences.
• Knowledge of economic, financial and accounting principles (e.g., experience navigating financial statements, an organization’s budget); familiarity reading legal documents

Additional helpful experience includes:
• K-12 teaching, administration, or other education reform experience.
• Federal, state or district-level education policy.
• Management/strategic planning consulting.
• Nonprofit management
• Philanthropic or grant development and management experience

About the Walton Family Foundation

The Walton Family Foundation is at its core, a family-led foundation. Three generations of the descendants of our founders, Sam and Helen Walton, and their spouses, work together to lead the foundation and create access to opportunity for people and communities. We work in three areas: improving K-12 education, protecting rivers and oceans and the communities they support, and investing in our home region of Northwest Arkansas and the Arkansas-Mississippi Delta. In 2018, the foundation awarded more than $595 million in grants in support of these initiatives. To learn more, visit waltonfamilyfoundation.org and follow us on Facebook, Twitter and Instagram.

Headquartered in Bentonville, Arkansas, with offices in Washington, D.C., Jersey City, New Jersey and Denver, Colorado, approximately 110 staff conduct the day-to-day operations of the foundation.

About the K-12 Education Program
We believe children must have access to a **high-quality education** that works for them in order to have a **lifetime of opportunity**.

We:

- Support the growth of schools that transform the lives of children, especially those from low-income communities;
- Collaborate with schools of all kinds – public charter schools, district schools and private schools – on bold ideas for change;
- Support excellence in teaching by helping educators do their best for students; and
- Believe in the uniqueness of each child, school and community, and that there is no one-size-fits-all solution.

Learn more about the K-12 Education Program strategy [here](https://waltonfamilyfoundation.applicantharbor.com/hrrequisitionedit.php?requisitioncode=REQ201911261269&action=edit).

How to apply:

How to Apply

Interested individuals should e-mail their application documents to Jamie Truman (jtruman@wffmail.com) with “Program Officer” as the subject line.

Applications must include an updated resume and a cover letter that explains which of your previous experiences have prepared you for this role and how this position aligns with your longer term career goals.

Applications will be accepted on a rolling basis.

The Walton Family Foundation is an equal opportunity employer and is committed to building and maintaining a culturally diverse workplace. We encourage women, minorities, individuals with disabilities and veterans to apply. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status of protected veteran, among other things or status as a qualified individual with a disability.