Position Title: Program Officer

The Davis Educational Foundation is hiring a Program Officer to work closely with the Director of Grants and Programs and the Grants Associate to administer grant programs and support trustee decision making. The Foundation awards grants to colleges and universities throughout New England to improve teaching and learning outcomes and bolster access and affordability.

We are looking for an individual who is enthusiastic about working with higher education across a diverse set of disciplines. We seek a self-starter with strong analytic and writing skills and a track record of achievement in roles of increasing responsibility. This position requires a demonstrated ability to work with agility and diplomacy. When public health conditions permit this position will require overnight travel, particularly during spring and fall.

The ideal candidate will possess:

- An in-depth knowledge of post-secondary education structures, culture, and trends.
- Knowledge of project management, evaluation, and organizational change principles.
- A track record of working with others in a consultive and constructive manner resulting in sustained collaborative relationships.

Required Education, Skills & Experience

- Minimum of a baccalaureate degree with 8+ years of experience.
- Experience in design and implementation of projects with or in educational institutions and/or non-profit organizations.
- Experience in a small office environment, able to work with a large degree of autonomy and a willingness and ability to collaborate -- yet be hands on from concept through all levels of production.
- Strong critical thinking and problem-solving skills.
- Excellent written, visual, and verbal communication skills and a proven ability to prepare data and information for decision-makers.
- Demonstrated experience managing or tracking details and data with precision and accuracy.

Core Responsibilities and Duties

- Manage the Presidential Grants Program with the Board Chair, processing proposals and overseeing preparation of award letters and payments.
- Work with the Director to process grant applications, proposal budgets, and reports for meetings of the Board of Trustees.
- Work with the Grants Associate to process grantee correspondence, payments, and reports to ensure complete and accurate electronic records.
• Contribute to the review and analysis of interim and completion reports.
• Attend and prepare trustee meeting minutes.
• Attend site visits with campus representatives and foundation trustees (currently via video conference technology).
• Follow and research trends in higher education.
• Oversee website maintenance.
• Work to improve grant-related workflow processes, especially related to the grants management database (GivingData).
• Assist with other projects and assignments as they occur.

This position offers the potential for a **flexible schedule and could be adjusted to within three-fourths to full-time.** The full-time salary range is $50,000 - $80,000 dependent on experience and skills. The Foundation offers a full complement of benefits.

Employment decisions will be made without regard to race, color, religion, sex (including pregnancy or pregnancy-related medical conditions), sexual orientation (including gender identity or expression), national origin or ancestry, genetics, age, physical or mental disability, or veteran status. The successful candidate must be fully vaccinated upon commencing employment, subject to legally-required exemptions, and follow office safety protocols. The office is currently operating in hybrid mode.

To apply please submit a cover letter and resume to info@davisfoundations.org Review of applications will begin on February 21 and will continue until a successful candidate is hired.