

MARTHA MONTAG BROWN & ASSOCIATES, LLC

Consultants In Executive Search - Placing Leaders With A Purpose

SENIOR PROGRAM OFFICER YOUTH PROGRAM THE JAMES IRVINE FOUNDATION

The Foundation

The James Irvine Foundation's mission is to expand opportunity for the people of California to participate in a vibrant, successful and inclusive society. The foundation has assets of \$1.4 billion, and expects to make grants of approximately \$65 million in 2010. The foundation's grantmaking is focused in three program areas: Arts, Youth and California Democracy. For more detailed information, visit: www.irvine.org.

The Youth Program

California's high schools face a major and difficult challenge: how to engage our young people in the serious learning that will help ensure lasting success in further education, careers and the civic life of our state. The magnitude and severity of the problem is well-known; far too many students are dropping out of high school, and many often earn a diploma without having mastered the knowledge and skills needed to succeed in postsecondary education and the workforce. Through our grantmaking, the Youth program seeks to find solutions to this problem with the goal to increase the number of low-income youth in California who complete high school on time and attain a postsecondary credential by the age of 25.

We know there are no easy solutions to this problem, but one promising strategy has emerged as central to our grantmaking: multiple pathways. Multiple pathways are comprehensive programs of study that connect learning in the classroom with real-world applications outside of school. The pathways integrate rigorous academic instruction with demanding technical curriculum and work-based learning — all set in the context of one of California's 15 major industry sectors. These sectors include arts, media and entertainment; biomedical and health science; building and environmental design; engineering; information technology; and law and government.

The Youth program advances multiple pathways through grantmaking in four major areas:

1. Supporting on-the-ground demonstration and evaluation.
2. Building public support through policy analysis, advocacy and communications activities.
3. Advancing the development of key activities required to bring multiple pathways to scale, including curriculum development, leadership and teacher development, and work-based learning.

4. Investing in research projects to support education policy reforms and program replication, including research on industry sector and economic trends, the relationship between the secondary and postsecondary education sectors, and student behaviors, attitudes and motivations.

In 2010, the Youth program will award grants totaling between \$20-25 million.

The Position

The James Irvine Foundation is seeking an education and youth development expert with past grantmaking experience to serve as a Senior Program Officer for the Youth funding area. The Senior Program Officer will work in strategic and creative partnership with the Youth Program Director to advance the multiple pathways field in California. This will be done through grantmaking designed to demonstrate innovative practice, to strengthen cross-sector coalitions among education, business, government and community leaders, and to inform and improve public policy to support high school and post-secondary reforms.

Specifically, the Senior Program Officer will assist in planning, strategy development, and implementation of key components of the program, and will manage and monitor related grants in the Youth program. The Senior Program Officer will undertake initial screening of potential grantees, arrange and attend meetings with current and prospective grantees, conduct site visits, prepare docket materials, monitor active grants, and prepare post-grant assessments. The Senior Program Officer will represent the foundation at key events and build relationships in the fields related to the Youth program and work with all foundation staff to advance the mission of the foundation.

The position reports in to the Youth Program Director and manages program consultants and intermediary organizations. The position will be based out of the James Irvine Foundation's Los Angeles office; however, the Foundation is willing to consider candidates who would be based in San Francisco.

Key Responsibilities

- Strategic and directional input. Assist the Program Director in examining, developing, implementing, documenting and communicating the goals, priorities and strategies of the Youth program.
- Special focus area. Oversee grants which support on-the-ground demonstration of, and build public will for multiple pathways through advocacy and coalition-building activities. Specifically, the Senior Program Officer will assume a lead role in the planning, and oversight of grantmaking focused on strengthening the linkages between secondary and post-secondary educational systems utilizing the multiple pathways approach. In addition, the Senior Program Officer will develop strategies for deepening the participation of business and industry in pathway design, particularly focusing on the development of curriculum and work-based learning models at the district level. In addition, the Senior Program Officer will work at a regional and statewide level to build and expand cross-sector alliances to promote practices and policies that advance the multiple pathways field.

- Grantmaking. As determined by the Program Director, identify additional prospective grantees, solicit and review proposals, engage in grant negotiations to ensure alignment with program goals and strategies, and make recommendations to the Youth Program Team for grant support.
- Collaborative team planning. Participate in meetings of the Youth Program Team to review grant recommendations collaboratively, provide updates on grantee progress, determine complementary technical assistance needs of grantees, plan convening, evaluation and communications activities, and share and reflect on experiences in the field and related program activity.
- Grants portfolio oversight. Provide primary program support for the maintenance of active grants or contracts in the Youth portfolio, as assigned by the Program Director, including regular communications and problem solving with grantees and consultants, and report review, analysis and feedback. In this context, provide information, guidance and coaching to consultants and to prospective, current and past grantees in areas of grant reporting and communications with the Foundation.
- Research, writing, grants write-ups. Prepare grant write-ups (including grant purpose, grant recommendation, goals and objectives, organizational background and analysis) and other written products, e.g., program updates, context papers and other documents as needed.
- External engagement. Organize, facilitate and attend meetings with funders, grantees, grantseekers and other constituents of the Youth program and the foundation.
- Relationship-building and outreach. Assist the Program Director in developing and maintaining productive working relationships with key actors in fields related to the Youth program in California and at the national level.
- Issues/trend analysis. Remain abreast of current research, activities, and trends in the issues related to the priorities of the Youth program area by reviewing professional publications, and attending related conferences, meetings and other events.
- Internal engagement. Work collaboratively and participate in cross-disciplinary teams with colleagues at the Foundation or on other additional special assignments, as requested by the President or Vice President for Programs.
- Program representation. Maintain an in-depth knowledge of the priorities, strategies and selection criteria for the Youth program and a working knowledge of the California Perspectives and Arts programs.

Qualifications

Core Qualifications

- Master's degree required, with a preference for a degree in education, public policy, or human services.
- A minimum of eight years of work experience in program development and/or management experience with youth-serving organizations, and/or philanthropic or public institutions supporting the academic development of adolescent and young adult populations.
- Past experience as a grantmaker or extensive experience working in collaboration with philanthropy.
- A substantive knowledge of California education and youth policy issues is required, along with a demonstrated ability to think strategically about program design and implementation.

Skills and Abilities

- Demonstrated ability to plan and think strategically, set realistic goals and objectives, and balance multiple priorities.
- Ability to assess the leadership, track record, fiscal health and capacity of a nonprofit organization to lead a proposed program or project.
- Creative, enthusiastic and independent; demonstrates a high degree of initiative; results-oriented.
- Excellent written and oral communication skills; the personal presence to represent the Foundation in diverse forums and organizational relationships.
- Demonstrated ability to work collaboratively and in a team-oriented environment.

Application Process

The James Irvine Foundation is an Equal Opportunity Employer, and encourages applicants who reflect the diversity of California.

Interested applicants should send a cover letter, resume and salary information by **email** to:

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