

**Program Officer, Education
Robertson Foundation
New York, New York**

The Robertson Foundation (the Foundation) is a private, family-led foundation established in 1996 by Julian H. Robertson, Jr. and his wife, Josie. By taking a targeted yet creative approach to philanthropy, Mr. Robertson, the Chairman of Tiger Management L.L.C., and his family seek to have a positive social impact and create a legacy that reflects the family's values. The Robertson Foundation looks to maximize the impact of its efforts and drive superior results by making large, transformative grants that leverage the Foundation's resources beyond the immediate funds committed, thereby reorienting the thinking, policies, and approaches of governmental entities and other philanthropic initiatives.

The Foundation currently seeks to make large-scale, high impact grants in three principal areas: education reform, environment, and medical research. Other areas of interest have already and will continue to emerge over time. Cross-cutting principles that inform the work in each area include focusing on leadership, leveraging strategic opportunities, partnering with grant recipients and aligned funders, and developing measurable outcomes with intermediate and long-term impacts. The Foundation's bias – to respond quickly to society's most urgent concerns with solutions that yield meaningful results – will remain a priority.

For more information on the Foundation and its work, please access www.robertsonfoundation.org.

Organization Strategy

The Robertson Foundation takes a targeted, businesslike, results-oriented approach that is modeled more closely on private equity investing than on traditional philanthropic grant making. As a result, before the Foundation considers specific grants, its program staff, assisted by relevant experts, regularly conducts a data-driven scan of the area of interest to:

- develop an understanding of the issues that need to be addressed,
- survey the organizations that operate in the area,
- identify approaches being tried in the field and their degrees of success, and
- assess whether significant and measurable results can be achieved by the potential Robertson grant recipient.

Leadership plays an important role in selecting a grant recipient, especially because the Foundation seeks to contribute meaningfully to overall portfolio outcomes by partnering with grant recipients and challenging leadership continually to improve their work and impact. In every grant the Foundation makes, the implementation of the agreed-upon plan is monitored and the corresponding results are reviewed on a regular basis by the Foundation's program staff.

THE POSITION

Program Officer, Education:

The Robertson Foundation has a strong commitment nationally to Education Reform and will have invested more than \$30M in 2015 to grow the number of high quality schools, expand the talent pipeline, support city-based strategies, and build public support for reform. We value quality over scale, and we back organizations that both use and generate data to inform their practices.

The Program Officer, Education will report to the Senior Program Officer, Education, and work directly with the President, Executive Director, program staff and, as appropriate, the Board of Trustees. The Robertson Foundation seeks candidates that have experience within the U.S. education sphere and believe philanthropy can drive scalable improvements to teaching and learning. The Program Officer will be an analytical, as well as a strategic thinker who thrives on working as part of a collegial team.

RESPONSIBILITIES

Grant Making

Work with the President, Executive Director, program staff and, as appropriate, the Board, to generate new grants and also manage the existing education portfolio. Specifically, the Program Officer will:

- Screen incoming proposals and analyze programmatic and financial information;
- Schedule and conduct site visits to prospective grant recipients;
- Provide written evaluations and recommendations for new grant recipients and renewals for presentation at board meetings;
- Work with the program staff and board in establishing funding priorities and allocating the annual budget among grant applicants;
- Participate in board meetings throughout the year;
- Draft and send acceptance and declination letters; and
- Research, develop and present ideas for strategic initiatives designed to have a broader impact on the Foundation's education portfolio.

Grants Monitoring and Management

- Manage ongoing correspondence with grant recipients, including all scheduled reports;
- Assist in preparation of materials for use in board meetings;
- Conduct periodic site visits to check grant recipient progress and identify areas for follow-up;
- Support relationships with Foundation Board members, including planning and attending board meetings;
- Provide research on trends and opportunities in the Foundation's funding areas in response to requests from the President, Executive Director, program staff, and Board members;
- Assist in maintaining a database of all proposals and grants;
- Respond to requests for information on the Foundation; and
- Manage special projects as needed.

Professional Qualifications

- A graduate degree, such as an M.Ed, MBA or MPP (or equivalent experience) preferred;
- At least six to ten years prior work experience; consulting experience is a plus;
- Meaningful experience in either the public or not-for-profit education sectors;
- Outstanding analytic and critical thinking skills with an openness to contesting ideas and recommendations and the mental flexibility to change course as needed;
- Excellent written, oral communication and presentation skills;
- An ability to synthesize large quantities of information and distill it into relevant analysis;
- Cross-cultural relationship-building skills; able to partner effectively with not-for-profit leaders, other funders, and with leaders from research institutions;
- Results-oriented with a respect for data-driven outcomes and comfort with quantitative analytics;
- Ideally, some experience assessing (either for-profit or not-for-profit) grant, loan or finance requests;
- Solid understanding of not-for-profit organizational structures and challenges;
- Ability to evaluate and interpret not-for-profit financial statements; and
- Accustomed to high professional standards and expectations.

Personal Characteristics

- Team-oriented, collegial, collaborative, and willing to share responsibility for the Foundation's culture and impact;
- Willing to work behind the scenes; views success as a team effort;
- Passionate about the not-for-profit sector and the field of education reform;
- Able to balance rigor with humility in grantee partnerships;
- Able to learn and embrace the Foundation's grant-making approach and areas of interest;
- Excellent interpersonal skills, including an eagerness to use available peer and industry networks to develop relationships and conduct due diligence;

- Sound judgment and problem-solving skills, with a commitment to continual learning;
- Flexibility, adaptability and a sense of humor;
- Well-organized, comfortable working in a fast-paced environment;
- Self-motivated with a strong work ethic and commitment to results; and
- Willingness to travel.

Compensation

The position is full-time and based in New York City; includes full benefits package.

To Apply

If interested, email or send a cover letter and resume to Ruth Brenner at hr@robertsonfoundation.org or 101 Park Avenue, New York, NY 10178.

URL: <http://robertsonfoundation.org>