

POSITION: Program Officer – Viking Global Foundation
LOCATION: 280 Park Avenue, New York, NY
HOURS: 8:00am-6:00pm (flexibility required)

Viking Global Investors LP is a global investment firm founded in 1999, with offices in Greenwich, New York City, San Francisco, Hong Kong and London. The Firm manages approximately \$24 billion in capital through long-short, long-only, and hybrid liquid-illiquid strategies.

The Viking Global Foundation was established in 2009. Our mission is to support and promote effective employee philanthropy through grantmaking, volunteerism and education. We make grants to organizations and initiatives, in areas where our employees live and work, that aim to break the cycle of poverty by promoting early childhood development. To maximize our impact, we source and vet grantees and maintain strong partnerships with our nonprofit partners. Foundation staff actively engage a 20+ person grants committee in all aspects of the grantmaking diligence and decision process.

JOB FUNCTION

This Program Officer reports to the Executive Director of the Foundation. Responsibilities may include, but are not limited to:

Grants

- Manage administration of the grantmaking process (program research, application support, first-round proposal evaluation, grant activity tracking, contracts, post-grant evaluation).
- Support creation of meaningful, high quality analytics, business intelligence, reporting and management presentations. Develop outcomes reports and comparison memos for grantees.
- Analyze and track grantee audits and financial metrics.
- Help source and maintain deep familiarity and strong relationships with grantees.
- Identify opportunities for collaboration, coalition-building and networking among grantees, partner foundations and consultants; vet and support technical assistance opportunities for grantees.

Grants Committee

- Liaise with grants committee members to ensure each person's positive, impactful experience.
- Lead preparations for grants committee site visits, grant decision and board meetings, including agenda creation, document drafting and portfolio overviews.
- Summarize and distill information from nonprofits to grants committee members.
- Contribute to small group board presentations as well as overarching board meetings.
- Assist in scheduling and prioritizing meetings internally and externally to best manage committee member time.

Operations

- Develop written materials including quarterly newsletters, reports, PowerPoints, memos, and additional materials.
- Maintain grants management online system, which includes: existing proposals, active grants and robust pipeline of future grant opportunities.
- Maintain Foundation budgets, conduct financial record keeping and analysis; serve as primary auditor liaison.
- Contribute to, and occasionally manage, employee engagement events including volunteerism, drives, matching gifts and educational events, including annual 200 person Service Day events.

QUALIFICATIONS

The ideal candidate will have:

- A completed 4 year degree with a good GPA is required.

- 3+ years of work (or related training) experience.
- Demonstrated commitment to nonprofit sector.
- Experience working with grants management systems, financials analysis and nonprofit/philanthropy preferred.
- Strong computer skills (MS Outlook, PowerPoint, Excel and Word).
- Willingness to participate in occasional weekend and evening volunteer events; must be willing to travel to Connecticut office 3-5 times per month.

The ideal candidate possesses the following traits:

- **Strong interpersonal skills:** a team-player able to communicate with internal and external contacts of all backgrounds.
- **Excellent communication skills:** strong written and verbal communication.
- **Efficiency:** an ability to stay organized, manage tight timelines and communicate clearly.
- **Adaptability:** a willingness to be open-minded.
- **Accountability:** strong ownership of individual responsibilities and willingness to hold team members accountable.
- **Discretion:** consistently exercise sound judgement, particularly around confidential information.

Overview of Viking Global Investors LP

Viking Global Investors LP is a global investment firm founded in 1999. We manage approximately \$24 billion of capital for our investors across long/short, long only and liquid/illiquid strategies. We have approximately 170 employees and offices in Greenwich, New York, San Francisco, Hong Kong and London. Viking is registered as an investment adviser with the U.S. Securities and Exchange Commission.

Since its inception, Viking has employed a research intensive, long-term focused investment approach. We use fundamental analysis to select investments, primarily public and private equity interests, across industries and geographies. Public equity investments are typically sizeable stakes in large, highly liquid companies. Private equity investments are positions in public or private companies, subsidiaries or business lines for which the expected return profile is attractive enough to outweigh the risk associated with lesser liquidity. All investment professionals engage in public as well as private investment sourcing, review and execution. On the long side, they look for companies that offer strong fundamentals, compelling business models, secular tailwinds and solid management teams. On the short side, they seek the opposite.

Our organizational structure decentralizes investment research, analysis and decisions and centralizes risk management. This approach enables us to capitalize on a broad range of ideas and expertise while ensuring that risks are reviewed and managed comprehensively and with clear accountability.

We are committed to delivering excellence across all functions and actively seek to manage business and operational risks. Sound leadership and execution across Investor Relations, Trading, Treasury, Trading Operations, Information Technology, Performance and Risk Analytics, Finance and Accounting, Legal and Compliance and Human Resources make it possible for Viking's investment professionals to focus on their core responsibilities.

Viking's operational managers are experienced practitioners and team leaders. They guide their departments based on a comprehensive understanding of overall firm strategy, as well as industry developments and emerging risks. They meet regularly with the CEO and COO to review important operational and strategic matters.

Vikings share a clear objective and common culture. Our goal is to provide best-in-class performance for our investors. Our values and competencies are consistent; Vikings are intellectually curious, constantly strive to improve and adhere to the highest standards of professionalism and integrity.

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