

## Tiger Foundation Program Officer

### About Tiger Foundation

Tiger Foundation is a private foundation established in 1989 by Julian H. Robertson, Jr., Chairman of Tiger Management, LLC. Its mission is twofold:

- 1) To support nonprofit organizations that effectively move low-income New Yorkers out of poverty
- 2) To encourage active, informed philanthropy among a large board of trustees who serve as engaged decision-makers in the Foundation's grantmaking

Since its inception, Tiger Foundation has provided more than \$330M in grants to high-performing community-based organizations in New York City, thanks to the active engagement and generosity of its board, which is composed of investors who are professionally affiliated with an extended Tiger Management alumni network. The Foundation awarded approximately \$12M in funding in 2024. Following Julian Robertson's passing in 2022, the foundation is committed to creating a lasting legacy in partnership with grantees and intends to spend down its current resources through 2032.

### About the Program Officer Role

We are looking for a thoughtful and driven Program Officer to help us make effective grants that support economic mobility for low-income New Yorkers. Tiger Foundation's grantmaking currently focuses on education, workforce development, youth services, and support for families with young children. Tiger Foundation primarily funds organizations that provide direct services to low-income New Yorkers, elevating the strongest performers in each sector with a focus on excellent leadership and exemplary outcomes. The Foundation typically provides general operating support, with the belief that strong leaders demonstrate the capacity to spend resources flexibly and strategically as they see fit. In this role, you will manage part of Tiger's grant portfolio and collaborate with colleagues to identify new funding opportunities, shape funding strategies, and strengthen partnerships across all our program areas. Rather than managing a specific individual portfolio area, program staff at Tiger work collaboratively across all programs. Program staff also help manage special projects as needed.

Tiger Foundation's grantmaking process involves working closely with our board members, all of whom are current or former finance industry professionals who are deploying their analytical skills and knowledge to direct the Foundation's investments in New York City poverty alleviation. You will play a key role in helping them evaluate potential grantees, develop insights into the nonprofits with which they engage, and make informed grant recommendations.

### Key Responsibilities

- **Grant portfolio analysis and management**
  - Screen proposals for alignment with Tiger Foundation's funding approach
  - Analyze programmatic and financial information from current and potential grantees

- Conduct site visits and facilitate opportunities for deeper learning, both to increase your own understanding of grantee/potential grantee activities and to help board members develop a nuanced view of an organization's work that can inform their grant recommendation
- Manage scheduling and logistics for site visits to ensure a positive experience for both board members and current/potential grantees
- Draft clear evaluations and grant recommendations, including detailed analysis of organizational performance and financial health
- Present grant recommendations at ~15 board meetings annually
- **Strategic collaboration, communication, and learning**
  - Work with senior leadership team to establish funding priorities and allocate annual grantmaking budget.
  - Prepare and deliver memos and presentations on relevant public policies and research
  - Generate and update portfolio benchmarking tools
  - Represent the Foundation at external meetings and share learnings with program team
  - Build strong, respectful relationships with nonprofit staff and leaders
  - Serve as a trusted resource for nonprofits as they navigate Tiger Foundation's funding process and the broader philanthropic sector
  - Communicate clearly and effectively with a wide range of individuals with different professional backgrounds

## Candidate Profile

- **Qualifications**
  - 7+ years of relevant work experience with progressive levels of responsibility; previous grant-making experience may be helpful but is not required
  - Strong familiarity with the nonprofit sector in NYC, especially in education, youth development, family support, early childhood, criminal justice, and/or workforce training
  - Master's degree in a related field (or demonstrated equivalent experience)
- **Competencies and Key Skills**
  - Highly analytical, curious, and thoughtful: loves to get to the bottom of a difficult problem and learn from others
  - Results-oriented approach with an appreciation for data-driven decision-making
  - Excellent written and oral communication skills: able to anticipate audience's knowledge and point-of-view and adjust style accordingly
  - Fluent in financial statement analysis: comfortable interpreting and asking questions about nonprofit budgets, financial structures, and audits
  - Humble and respectful in working with and communicating with nonprofit partners and the clients they serve
  - Team-oriented, but also skilled at working independently and using creativity to move projects along despite competing and fast-paced deadlines
  - Exercises discretion and handles confidential information sensitively
  - Skilled at using data, spreadsheets, and presentation tools

## Work Environment

- The position is full-time and is based in Tiger Foundation's midtown NYC offices, where staff are expected to work in-person three days per week (typically Tuesday through Thursday).
- In-person site visits and meetings may be required to be scheduled as needed throughout the week.
- Board meetings take place in the early evenings (5-7 pm) approximately 15 times per year (most are done virtually, though staff typically participate from the NYC offices).

## Compensation

- Salary range for the Program Officer is \$120,000-\$150,000, commensurate with experience.
- Includes an excellent benefits package.

## Commitment to Diversity, Equity, and Inclusion

Tiger Foundation is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Tiger approaches the hiring process with the understanding that incorporating diverse viewpoints into Tiger's grantmaking approach and work environment strengthens the foundation's ability to make impactful progress towards our mission.

## How to Apply

If interested, please apply through [Tiger Foundation's Pinpoint website](#) by August 29<sup>th</sup>. We welcome earlier applications as we may close the process early if there is strong interest. A cover letter is required in addition to a resume.

## About our Recruitment Process

Thank you in advance for the time invested in our application. Unfortunately, we are not able to follow up with all applicants unless they are selected for a screening interview.

- Following an initial screening conversation, we will ask candidates to complete a short, written exercise that simulates tasks you would be asked to do regularly in this role (no more than an hour).
- We will then invite select candidates for a more in-depth interview to meet the Foundation's program team.
- We will ask a small pool of candidates to complete a more complex task involving the review and analysis of a grant proposal (we ask candidates spend no more than 3 hours total on this).
- Finalists will participate in an interview with the Foundation's leadership.
- The final steps will include an interview with a representative(s) from our board and a reference check.
- We hope to welcome a new team member in late fall 2025.