



Program Officer, Leadership Programs

The Henry Luce Foundation seeks a Program Officer to support our Women in STEM and Luce Scholars programs.

About the Henry Luce Foundation

The Henry Luce Foundation, established in 1936, is a private, nonprofit organization that seeks to enrich public discourse by promoting innovative scholarship, cultivating leadership, and fostering international understanding. With a focus on American art, Asia, theology, higher education, and public policy, the Foundation invests in programs that break new ground, inspire action, and create positive change.

A Vibrant and Collaborative Work Culture

With a staff of 25, the Foundation offers an opportunity to build collaborative relationships across the organization in support of grantmaking. We offer an optional hybrid work schedule with most employees on site on Tuesdays, Wednesdays, and Thursdays. Our excellent benefits package includes 3 weeks of vacation time, holiday closing during the last week of the year, and a generous contribution to employee retirement savings.

Program Officer Duties and Responsibilities

The Program Officer will play a central role in managing program logistics, facilitating meetings and workshops, and stewarding relationships with scholars, grantees, and institutional partners. This role is ideal for an experienced professional who thrives at the intersection of higher education, equity, and experiential learning. The Program Officer is expected to travel within the US and internationally for conferences and programs.

Women in STEM Grantmaking & Strategic Initiatives

- Support the Women in STEM grants portfolio, including reviewing proposals, report analysis, and cohort engagement.
- Lead planning and execution of conferences and cohort meetings.
- Collaborate on revisions to the application and selection rubric ; coordinate grantee check-ins and community conversations to foster engagement and shared learning.

Luce Scholars Program

- Design and manage curriculum for all scholar meetings, ensuring alignment with program values and scholar needs.
- Facilitate virtual and in-person orientations, workshops, and professional development sessions.
- Manage the use of Canvas (or similar platforms) to house program content and scholar resources.

Qualifications

The ideal candidate has a master's degree or higher in humanities, social sciences, STEM, or a related field, along with 3-5 years of experience in curriculum development, fellowships, internships, or leadership programs in higher education or the nonprofit sector. Demonstrated experience supporting students, scholars, or early-career professionals is required, along with familiarity with higher education structures and the needs of underrepresented communities in academia. Experience working with Canvas or another learning management system is preferred.

Compensation

The salary range for this position is \$125,000 - \$140,000.

Click here to apply for this job: <https://1.adp.com/rfeoQY9cvkS>

The Henry Luce Foundation is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.