

## **JOB DESCRIPTION**

### **PROGRAM OFFICER for Education and Human Justice**

The New York Community Trust, the community foundation for New York City, seeks a program officer for its education and human justice program. The program officer is one of nine members of the grants staff responsible for recommending grants to the board of directors.

The New York Community Trust is a \$2.8 billion community foundation dedicated to supporting nonprofits that make New York City and its suburbs vital and secure places for all New Yorkers to live and work. Founded in 1924, the Trust works in three broad areas: Promising Futures (which includes education and human justice), Healthy Lives, and Thriving Communities.

### **POSITION DESCRIPTION**

The Program Officer for Education and Human Justice is a part of a six-person team responsible for The New York Community Trust's grantmaking in the Promising Futures area (other members include two Program Officers, a Senior Program Associate, Program Assistant, and Graduate Student Fellow). This Program Officer has primary responsibility for projects and grants related to public education (kindergarten through high school), civil legal aid (including immigration legal services), and criminal justice research and advocacy.

The Program Officer works under the supervision of the Vice President for Grants and works closely to coordinate grants with other members of the Promising Futures team as well as in collaboration with all other Trust Program Officers. The ideal candidate will have worked in a direct service and/or policy environment focusing on public education and at least one of civil legal aid or criminal justice. The program officer is responsible for reviewing proposals for funding, initiating projects to advance the mission of The New York Community Trust, and exploring new areas for foundation involvement. Current grant strategies for education and human justice are available at <https://www.nycommunitytrust.org/information-for-for-nonprofits/what-the-trust-funds/>.

### **Responsibilities include, but are not limited to:**

- Preparing numerous written grant recommendations for board meetings five times each year. Analyze and evaluate proposals, make site visits, and prepare board presentations.
- Monitoring and tracking ongoing grants and initiatives, including evaluating and reporting to the board on performance.
- Working with Trust staff, outside experts, and a network of professional contacts to develop strategies for grantmaking and initiate special projects.

- Assisting in communications to foster and uphold The Trust’s reputation through public events and articles, as appropriate. Represent The Trust at forums, meetings, and workshops.
- Maintaining a breadth of knowledge about current and emerging issues and policy changes involving public education and the justice systems in New York City in order to enhance the effectiveness of program strategy.

## **Qualifications**

- Strong record of achievement and at least six years of relevant experience in the nonprofit, public, or private sector.
- Advanced degree in education, law, public policy, or a related field.
- Substantive knowledge of the issues affecting New York City public school students and low-income people involved in the civil, criminal, or immigration justice systems.
- Ability to work with the City school system, the courts, and other government agencies, as well as with educational and legal groups and funders.
- Outstanding communication (speaking and writing), organizational, language, and computer skills.
- Ease with synthesizing and explaining complicated and occasionally contradictory information.
- Ability to identify strategic opportunities for investment.
- Hard-working, self-starting team player with a direct approach to problem solving.
- Have strong project, time, and budget management skills, and be able to meet frequent deadlines.
- Familiarity with a fast-paced, entrepreneurial environment and a willingness to share in both “big picture” thinking and administrative tasks.

Compensation is competitive and commensurate with previous experience. Excellent benefits package. The ideal candidate should be able to start employment as soon as possible. Interested individuals should send, by email or regular mail, a cover letter, resume, and writing sample to Joan Reedy, [jmr@nyct-cfi.org](mailto:jmr@nyct-cfi.org), The New York Community Trust, 909 Third Avenue, New York, NY 10022 by December 7, 2018. No phone calls, please.