

**CULLEN FOUNDATION**  
**JOB ADVERTISEMENT**

The Cullen Foundation in Buffalo, NY is seeking a Program Officer-Education to implement its charter school and human capital strategy and oversee its education initiatives. The Foundation is focused on education grades Pre-K through 12 and the performing arts in Western New York. In Education, our priority is to fund programs with specific, direct, measurable academic outcomes, particularly those that serve Buffalo's economically disadvantaged students.

**Position Summary:**

The Program Officer-Education is responsible for implementing and developing the education investments of the Foundation. The role will report to and work with the Foundation's President with a high level of interaction with the Foundation's Trustees. He/she must have an in-depth knowledge of public and urban education; charter schools; human capital issues; and grant making processes.

The Program Officer-Education will conduct due diligence on existing and new grantmaking opportunities, build strong relationships with grantees, build strong relationships with sector experts across the country, support the implementation of the Foundation's education strategic plan, and immerse him/herself in Cullen's fields of interest with the goal of improving our ability to support our grantees and their constituents in Buffalo.

Cullen Foundation offers a competitive benefits package. We are centrally located in Downtown Buffalo.

**Primary Job Functions:**

- In partnership with President, shape and implement the Foundation's charter school and human capital investment strategy, utilizing key metrics and methods in evaluation and measurement of effective grant making (metrics, outcomes and reporting).
- Promote the creation of a human capital ecosystem to meet the needs of the Foundation's portfolio of charter schools.
- Perform ongoing evaluation of the Foundation's progress toward its strategic education priorities; lead periodic strategy refreshes.
- Build and maintain strong, collaborative and community-focused relationships with multiple stakeholders.
- Continually build an understanding of national best practices, education policy and research in the fields of urban education, charter schools, educational equity, and human capital issues.
- Collaborate with and manage relationships with potential grantees to develop plans and projects for funding including: review, analyze and evaluate grant applications from charter schools and local education organizations; conduct due diligence; and make funding recommendations.
- Serve as a partner and resource to grantees to facilitate accomplishment of strategic objectives, including: work with applicants during grant cycle; field questions during grant life; problem solve and help resolve issues related to the Foundation's education grants.
- Review and analyze grantee reports, proposals, strategic plans, evaluations, and other key work products.
- Research current trends and topics in education, including charter schools and human capital areas; serve as lead contributor to foundation's education knowledge base which is utilized to inform Cullen's decision-making.
- Prepare presentations for Board meetings and community presentations as needed.
- Represent the Foundation and its education priorities externally.

### **Required Skills:**

- **Partnership development:**
  - Demonstrated ability to work with a broad spectrum of individuals, including experience working with racially and ethnically diverse and low-income communities
  - Ability to work with sector and community leaders, CEOs, Board members
  - Strong diplomatic skills: Ability to effectively and comfortably represent the Foundation in a variety of settings
  
- **Education and human capital expertise:**
  - Deep knowledge of preK-12 education and charter school sector, including public policy issues
  - Familiarity with human capital challenges facing regular public schools, charter schools, and the various strategies high-performing organizations are taking to address those challenges
  - Experience working in a high-performing charter school or charter management organization (CMO); or experience working for a results-oriented human capital organization; and/or experience working at a philanthropic organization with an education focus
  - Research skills specific to education data: ability to locate, interpret and analyze data, particularly related to student and school academic performance
  
- **Additional professional skills and experience:**
  - Experience in the development, implementation, and evaluation of strategies to affect change
  - Excellent planning and project management skills, including ability to implement strategies, problem solve and see projects through to completion
  - Demonstrated track record of leadership and innovation in the social sector
  - Impeccable verbal, written and interpersonal communication skills, including the ability to listen well, convey thoughts clearly, speak in public, and work effectively as a member of a team
  - Demonstrated skills in facilitation, relationship building, collaborative planning, decision-making and problem solving
  - Knowledge of financial statements including ability to decipher and interpret information from a variety of financial forms
  - Technical skills in Microsoft Office (Word, Excel, Power Point, Outlook)
  
- **Personal qualities:**
  - Desire to work within a small, informal team environment with an emphasis on learning and continuous improvement
  - High integrity, honesty, and an unwavering commitment to quality
  - Ability to work independently, as well as with others, in a small, collaborative team environment
  - Collaborative, approachable, accessible, objective, confident; ability to maintain confidentiality
  - A sincere dedication to the mission of the Cullen Foundation

### **Minimum Qualifications:**

- Bachelor's Degree required. Master's Degree in a relevant field of study highly preferred (business, education, policy)
- Minimum of 7 years of related work experience
- Demonstrated knowledge of and experience with grades PreK-12 urban education, organizational assessment and evaluation, and grant making processes
- Willingness to work flexible hours (may have to attend some events and meetings outside of work hours)
- Ability to travel locally and nationally
- Ability to work independently and as part of a team

**To Apply:**

Cullen Foundation is an equal opportunity employer and all qualified candidates are encouraged to apply. Applications will be accepted through **April 26, 2019**. Interviews will be held on a rolling-basis and as applications are received.

Qualified candidates must submit ALL OF THE FOLLOWING: 1) cover letter; 2) resume; 3) recent salary history; and 4) current salary requirements to: [Info@thecullenfoundation.org](mailto:Info@thecullenfoundation.org) .

Submissions lacking a cover letter, resume, recent salary history, and current salary requirements will not be considered. Please direct all submissions to [Info@thecullenfoundation.org](mailto:Info@thecullenfoundation.org) . No phone calls.