

GRANTS OFFICER

Houston-based Private, Family Foundation

ABOUT THE FOUNDATION

The Foundation, established in 2002 is a private, family Foundation located in Houston, Texas. Its members are passionate and committed to the following philanthropic areas: education, healthcare, preserving the environment, disaster relief, social justice and arts and culture. The geographic giving areas are throughout the United States with over \$25MM in giving annually.

ABOUT THE POSITION

Given its current and projected growth, the Foundation is hiring its first full-time position, a Grants Officer, to assist the Family and its Philanthropy Committee in administering grants, evaluating grantees, assessing the impact of donations, and researching new giving opportunities. The Grants Officer will work with the Family Office in Houston¹, which provides financial and administrative support for the Foundation's activities. The Foundation seeks an experienced individual who will oversee projects and systems that enable the Foundation to deliver grant dollars and improve its ability to measure the impact. The successful candidate will have superior interpersonal skills, an ability to conduct thorough research in various topic areas, a thoughtful and analytical approach to the work of grantees and partners, and a proven ability to work effectively as part of a team. The Foundation values personal and professional growth and will work with the individual to provide development opportunities.

JOB RESPONSIBILITIES

The Grant Officer's role includes the following:

Strategy, Evaluation and Impact

- Maintain strong, positive working relationships with the Family Board, providing assistance and answering requests as needed
- Contribute to various strategic projects, especially as it pertains to grantmaking strategies and best practices
- Develop criteria and methodology for effectively evaluating grantees
- Monitor the progress and results of the Foundation's grantmaking initiatives; identify key learnings, propose action and adjustment to improve results and amplify the Foundation's impact
- Conduct directed research in the Foundation's giving areas and appropriate due diligence on current and prospective grantees; examining strengths, weaknesses and opportunities
- Test key assumptions about the Foundation's grantmaking strategy and approach

¹ Our preference is for the position to be based in Houston, however, we will consider candidates that want to work remotely as long as occasional travel to Houston is possible.

- Collaborate with key leaders in various giving areas, other foundations and research and academic institutions

Grants Management

- Maintain working knowledge of the Foundation's programs and priority funding areas and remain abreast of current research, activities, and trends in the philanthropic sector
- Maintain information about current and prospective grantees and develop an effective way to manage grant information to enable knowledge-sharing
- Work with finance to monitor grants for legal, financial, and program compliance
- Monitor and document the grantmaking workflow processes, ensuring we adhere to internal governance protocols
- Generate reports and data analysis for Philanthropy Committee and Family Board
- Prepare grant recommendations and materials to support review by the Philanthropy Committee and Board

SKILLS & EXPERIENCE DESIRED

The ideal candidate for the position will have at least 10+ years of professional experience, including a background of working collaboratively within a team and a demonstrated commitment to improving communities.

Specifically, the successful candidate will have:

- Commitment to the mission of the Foundation
- Impeccable reputation for integrity and judgment; strong ethics and trustworthiness; ability to maintain confidentiality and use discretion
- Exceptional written and oral communication skills; communicates in a clear, concise, logical and accurate manner (written and verbal)
- Demonstrated research capabilities and strong ability to synthesize various sources of information
- Ability to think strategically and utilize both strong quantitative and qualitative analytical skills
- Demonstrated track record of independently preparing quality materials for meetings
- Ability to work as a team player, working collaboratively with the family, family office staff, other funders and grantees
- Strong project and time management skills; ability to think independently and initiate action; capability to accurately complete multiple projects within a set deadline
- Familiarity with private foundation approaches, governance structures and processes
- Ability to interpret and analyze non-profit financial statements and other public financial documents
- Comfortable working in a small office environment; experience navigating small group dynamics
- Proficient computer skills and familiarity with database systems

- Professional, flexible and a can-do attitude
- Bachelor's degree with over 10+ years of work experience, and at least 5 years of philanthropy/non-profit related experience

HOW TO APPLY

Interested candidates should [apply here](#). **Letters of interest will be received until February 14, 2022.**

Salary will be set in accordance with the successful candidate's experience. A comprehensive benefits package, including health, dental and vision benefits, generous paid-time-off (PTO), paid parental leave, a retirement savings plan, and annual professional development is offered to all full-time employees. The position is Houston-based, however, we will consider candidates that want to work remotely as long as occasional travel to Houston is possible.

We will contact those candidates who most closely match the requirements. We thank you in advance for your interest.

The Foundation is an Equal Opportunity Employer. Applicants and employees are treated without regard to such factors as race, color, religion, sex, sexual orientation, national origin, disability, veteran status, or any other reason prohibited by law.