

MARTHA MONTAG BROWN & ASSOCIATES, LLC

Consultants In Executive Search - Placing Leaders With A Purpose

**PROGRAM OFFICER, EDUCATION
THE WILLIAM AND FLORA HEWLETT FOUNDATION**

July 28, 2011

The Opportunity

The William and Flora Hewlett Foundation is seeking a Program Officer for its Education Program.

The Program Officer must possess a deep understanding of education systems (particularly middle and high school) and best practices for their improvement. The ideal candidate is an individual with a strong background in education evaluation and research, a passion for new school design and educational assessment, an understanding of the mechanisms of replication and scale, and the ability to put these attributes to practical use in grantmaking. Exceptional skills in working and communicating effectively with others are essential. Flexible, clear strategic thinking and a strong desire to help the Foundation improve the impact of its grantmaking through varied quantitative and qualitative means will also be important. A relevant master's degree is required.

As part of the Education team, the new Program Officer will collaborate closely with its members to develop and implement the Education Program's new strategic plan. Specific responsibilities include supporting and developing the Foundation's Deeper Learning "proof points network" (a collaboration between eight school operators encompassing over 300 schools in thirty-five states) and funding research that documents how deeper learning is an attainable, necessary goal for all.

The Program Officer will report to Barbara Chow, Education Program Director, and will be based in Menlo Park, California. The Education Program comprises nine staff, including four Program Officers and an Associate Program Officer.

About the Foundation

The William and Flora Hewlett Foundation has been making grants since 1967 to help solve social and environmental problems at home and around the world. The Foundation concentrates its resources on activities in education, the environment, global development, performing arts, philanthropy, and population and makes grants to support disadvantaged

communities in the San Francisco Bay Area. Additional information about the Foundation is available at <http://www.hewlett.org>.

About the Education Program

The Foundation has been a longtime supporter of education, and the Education Program focuses on three goals: 1) improving the conditions for education reform to benefit California students; 2) equalizing opportunities in the United States and throughout the world through open educational resources; and 3) supporting “deeper learning,” which delivers the skills and knowledge students will need to succeed in this rapidly changing world. Additional information about the Education Program is available at <http://www.hewlett.org/programs/education-program>.

Key Responsibilities

Key responsibilities include the following:

Planning and Strategy

- Collaborate with the Program Director and fellow Program Officers in planning grantmaking strategies that will have strong impact in areas important to the Foundation.
- Invite, review, and respond to inquiries and proposals in the Program area. Offer professional advice and field expertise to applicants and grantees.
- Work with grantees to develop and modify strategies to effectively use available resources while fulfilling Program goals.
- Develop briefing papers and Program-related reports that broadly contribute to the Foundation’s understanding of new approaches, best practices, and issues in education reform.
- Organize advisory committees or ad hoc structures created to advance the Program’s goals.
- Participate fully in Hewlett Foundation life, including sharing best practices with colleagues and initiating and engaging in Foundation-wide activities.

Grantmaking

- Manage active grants, assesses their progress, and respond to financial and programmatic reports. Establish and maintain effective relationships with current and prospective grantees.
- Ensure that sound financial controls are in place for each grant and that funds are spent wisely and according to grant agreements.
- Manage evaluation of grants and participate in assessments of Program strategy. Develop guidelines for measuring the success of programs and grants.
- Draft application summaries and discretionary grant requests for triennial grant dockets. Review, write, proof, and edit the docket memorandum.

Foundation Support

- Organize and coordinate Foundation-sponsored meetings of grantees and key field experts.

- Represent the Foundation externally at appropriate meetings, conferences, and site visits.

Qualifications

The Program Officer must possess a deep understanding of education systems (particularly middle and high school) and best practices for their improvement. The ideal candidate is an individual with a strong background in education evaluation and research, a passion for new school design and educational assessment, an understanding of the mechanisms of replication and scale, and the ability to put these attributes to practical use in grantmaking. Key qualifications include the following:

- Master's degree in a related field.
- Demonstrated success working with education organizations, in particular, innovative schools or school operators, and/or other relevant non-profit enterprises and policy leaders.
- Prior foundation grantmaking experience, in a relevant field, is preferred.
- Deep knowledge of evidence-based education research and evaluation methodology, as well as the principles of replicating and scaling successful educational models.
- Experience leading and managing research in areas related to the Program's grantmaking and an ability to implement work with limited staff support.
- Familiarity with research and trends in education assessment and technology is preferred.
- Proven ability to define Program objectives, evaluate progress, and independently manage projects through a complete lifecycle.
- Demonstrated exceptional analytical skills necessary for evaluating grants and proposals.
- Excellent writing skills and the ability to write complicated documents quickly and well.
- Interest in and willingness to travel (approximately 25% time nationally).
- Independent initiative and a collegial spirit in sharing ideas and receiving feedback.
- Adaptable, flexible nature.

Application Process

The William and Flora Hewlett Foundation is an equal opportunity employer.

Interested applicants should send a cover letter, resume and salary information by **email** to:

Martha Montag Brown & Associates, LLC

www.marthamontagbrown.com

Email: Martha@marthamontagbrown.com

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