

POSITION DESCRIPTION
JAMES IRVINE FOUNDATION - SENIOR PROGRAM OFFICER, CALIFORNIA DEMOCRACY
San Francisco or Los Angeles, CA

February 2015

The Opportunity

The James Irvine Foundation is seeking a professional with substantive experience in California policy issues and political processes to serve in a Senior Program Officer (SPO) role. Reporting to the Program Director for California Democracy, the SPO will work in strategic and creative partnership with the California Democracy program team to advance the program's goals. The SPO will assist in planning and strategy development of all components of the California Democracy program, with implementation responsibility initially for elements of the Voter & Civic Engagement and Immigrant Integration portions of the California Democracy grants portfolio. The SPO also may be engaged in developing and/or managing other aspects of the California Democracy portfolio as well as other emerging foundation efforts.

The California Democracy Program

Public Policy Grantmaking

Building on a history of grantmaking in governance reform and civic engagement arenas, the Foundation recently identified a set of opportunities for near-term progress and the team is prioritizing grantmaking at this time in these four areas:

- Elections Policies and Practices. To achieve a California electorate more representative of the state's population and help election systems statewide operate effectively and based on best practices.
- Voter and Civic Engagement. To achieve a California electorate more representative of the state's population and public decision-making informed by a broad cross-section of Californians.
- Ballot Initiative Reform. To improve voter information about ballot measures and enhance the system's responsiveness to the public's interests.
- Immigrant Integration. To achieve full access for immigrants and their families to educational, economic and civic participation opportunities.

Key Responsibilities

The following are the Senior Program Officer's key responsibilities:

1. Strategy Development and Leadership

- Develop and manage strategic relationships with field leaders, and share insights that inform the work.
- Remain well informed of current research, activities and trends in the issues related to the priorities of the California Democracy program area.
- Support the development and implementation of strategic evaluation plans to track the impact of the work and allow for continuous learning.
- Communicate the goals, priorities and strategies of the California Democracy program to external audiences.

2. Grantee Partnerships and Investments

- Identify organizations with strong potential for partnership; conduct due diligence and recommend grantee partners with effective track records, internal capacity and strategic skills to advance the program’s goals.
- Monitor the performance of an active grantmaking portfolio while also prospecting for new partners to expand and deepen impact.
- Coach and advise grantee partners, including the negotiation of performance milestones to support grantee partner success.
- Prepare written materials that communicate the alignment of grantee activities with program goals and strategies, including grant recommendations and context papers.
- Convene grantees and others in the field as appropriate to advance collective action, networking and learning opportunities for partners.

3. Collaboration with Colleagues to Execute California Democracy Program and Foundation-wide Efforts

- Support and collaborate with colleagues within the California Democracy team and across the foundation, including cross-program teams and institution-building activities.
- Maintain an in-depth knowledge of the California Democracy program and a working knowledge of the Arts and Youth programs and Special Initiatives projects.

Qualifications

The ideal candidate has the following qualifications:

- A minimum of eight years of work experience in policy-making institutions or nonprofit organizations, including five years of experience in a senior leadership role.
- Substantive experience on key California policy issues and processes.
- A deep commitment to and track record of working with disadvantaged communities.
- Experience in guiding program design, evaluation, policy and communications efforts.
- A Bachelor's degree is required; a Master's degree is preferred, with a preference for a degree in public policy, political science, or a related field.

The ideal candidate has the following skills and abilities:

- Demonstrated ability to plan and think strategically, set and achieve realistic goals and objectives, and balance multiple priorities.
- Excellent written and oral communication skills, and judgment in communicating within a variety of settings.
- The ability to work across the political spectrum, and to respect diverse perspectives.
- Ability to manage a multi-faceted project involving a range of staff and consultants.
- Ability to assess the leadership, track record, and capacity of a nonprofit organization.
- The personal presence to represent the foundation in diverse forums and relationships.
- A desire to work collaboratively in a dynamic team-oriented environment.

Application Process

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

Martha Montag Brown & Associates, LLC

www.marthamontagbrown.com

Email: Martha@marthamontagbrown.com

Phone: 818.790.8873