

# Program Officer

The Jane and Daniel Och Family Foundation

New York, NY

Salary: \$120,000 - \$140,000

## BACKGROUND

### The Organization

The Jane and Daniel Och Family Foundation (the “Foundation”) is a private family foundation with an office in New York City. The Foundation is dedicated to fostering strong and vibrant communities by expanding access to education and economic opportunity, improving public health and health care delivery, and fostering cultural identity and heritage. The Foundation focuses its grantmaking in three main portfolios: education and economic mobility, Jewish Life and supporting Israel, and health and science. The Foundation grants between \$25-\$30M/year.

### The Position

The Foundation seeks to hire a Program Officer to work closely with the Executive Director of the Foundation across all aspects of day-to-day operations. This is a newly-added position to support the Foundation’s work and is an excellent opportunity for someone looking to increase their experience in the field of philanthropy and deepen their knowledge of the nonprofit sector. The Program Officer will have the opportunity to think big, innovate and ideate, while also getting into the details of grant management and processing.

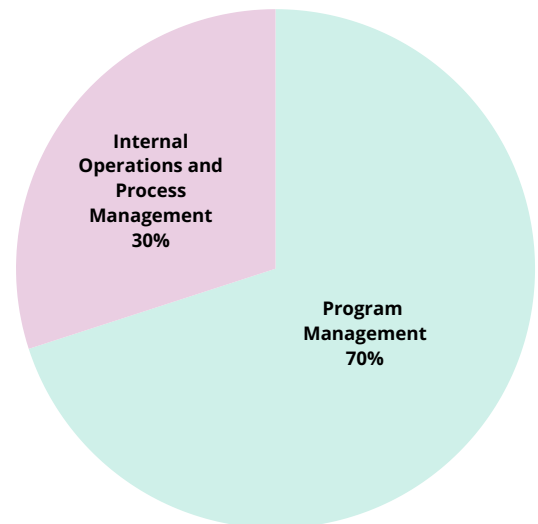
## ROLE OVERVIEW

### Program Management

- Source potential organizations for grants and conduct initial review of organizations
- Provide feedback and analysis to guide recommendations to the Foundation’s trustees
- Maintain positive relationships with grantees, related organizations, other foundations, and the Foundation’s trustees
- Develop and/or edit written materials, presentations, agendas, data representations, and other materials for trustee meetings
- Partner with the Executive Director in making the Foundation a learning organization, sharing relevant insights, learnings, and observations
- Manage bi-weekly summary of activity for family office management meetings

### Internal Operations and Process Management

- Maintain grantmaking policies, processes, and tools
- Manage grant agreement process and ensure timely completion of agreements
- Identify opportunities to adapt and enhance the Foundation’s operational and administrative activities
- Assist with event-planning logistics, as needed



# THE IDEAL CANDIDATE

The ideal candidate for the Program Officer position possesses the following competencies:

|  |   |   |
|--|---|---|
| <b>Communicates Effectively</b><br>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. | <b>Situational Adaptability</b><br>Adapting approach and demeanor in real time to match the shifting demands of different situations.   | <b>Manages Ambiguity</b><br>Operating effectively, even when things are not certain, or the way forward is not clear. |
| <b>Stakeholder Focus</b><br>Building strong stakeholder relationships and delivering targeted solutions.   | <b>Optimizes Work</b><br>Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement. | <b>Instills Trust</b><br>Gaining the confidence and trust of others through honesty, integrity, and authenticity.     |

## Additional Qualifications and Characteristics

### Research and Analytical Skills:

- Minimum of 5 years demonstrated experience analyzing data and research, synthesizing insights and elevating important learnings
- Previous experience applying critical and strategic thinking into practice by identifying opportunities for action and/or the most important questions for further exploration
- Ability to effectively create and manage data-focused reports and Excel spreadsheets

### Project Management Skills and Attention to Detail:

- Ability to meet and balance multiple deadlines, deliverables, and project objectives simultaneously, effectively, and independently
- Strong detail orientation and dedication to quality

### Communication Skills:

- Exceptional written and oral communication skills
- Ability to articulate clear and succinct recommendations backed up by the most important data and rationale
- Ability to build strong and trust-based relationships with Foundation trustees, Executive Director, grantees, and other stakeholders.

### Personal Qualities and Characteristics:

- Interest in joining a start-up foundation which relies on a diverse set of skills
- Willingness to be as hands-on, as necessary
- Strong customer service orientation and savvy relationship management skills
- Curiosity, interest, and commitment to the priority giving areas of the Foundation
- The humility, interpersonal approach, and discretion to represent the Foundation and its work

## WHO WE ARE

### Work Environment

The Jane and Daniel Och Family Foundation operates out of Willoughby Capital's offices in midtown. Team members are expected to be in the office four days a week. Willoughby Capital Holdings, LLC is an equal opportunity employer.

## COMPENSATION AND BENEFITS

### Salary

\$120,000 - \$140,000

- Generous low-cost medical, dental, and vision for employees
- 20 days paid time off
- Generous annual holiday schedule
- Company 401k contribution based on your salary
- Matching charitable gifts program

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