



# Program Officer, U.S. Jewish Grantmaking

## Charles and Lynn Schusterman Family Philanthropies

Washington, D.C. (preferred), New York, NY, or Atlanta, GA

Salary: \$102,000 – \$129,000

### Who We Are

At Charles and Lynn Schusterman Family Philanthropies, we strive for a future in which the United States and Israel live up to their highest ideals and achieve more just and inclusive societies. In the U.S., we work to advance racial, gender and economic equity and foster a more joyful and diverse Jewish community. In Israel, we work toward a secure homeland for the Jewish people, a thriving democracy and an inclusive society that cares for its most vulnerable. We aim to drive and support long-term systemic change through investments in leaders, organizations and U.S. public policy.

### Values and Culture

Our vision for achieving more just and inclusive societies starts within our organization. Every day, our team members work in partnership to support pathways to greater equity and inclusion for everyone. We look for team members who embody our core values of Equity, Impact, Optimism, Humility and Collaboration, and who are passionate about our mission. You can learn more about [who we are](#) our mission and values on our [website](#).

### The Opportunity

#### Who you will work with

The **Program Officer – U.S. Jewish Grantmaking**, works across our U.S. Jewish Grantmaking Team. This Program Officer works under the supervision of the Director, U.S. Jewish Grantmaking and closely with the Senior Director, Co-President and other professionals.

#### Where and how you will work

Schusterman employees work a weekly hybrid schedule with a mix of in-office time and work-from-home flexibility. For this role, there is a preference to be in Greater Washington, DC, with consideration for Greater New York, NY or Greater Atlanta. The U.S. Jewish Grantmaking Team also comes together in-person at the Washington, D.C. office, as well as field-wide convenings and events monthly, so the ability to travel to these events is required. This is a full-time position.

**Please note that Schusterman does not cover relocation expenses for this position.**

### What You Will Do (Responsibilities)

**The Program Officer – U.S. Jewish Grantmaking** will lead and manage a portfolio of grants aimed at enhancing Jewish engagement and values, Israel education and engagement and Jewish communal talent and organizational strength. This professional will cultivate and maintain relationships with grantees, academic institutions and other key stakeholders to advance Schusterman's philanthropic priorities. They will implement philanthropic strategies, monitor and report on program impact, represent Schusterman with key grantee and funder colleagues and other key stakeholders, and manage the grant lifecycle for a robust portfolio of grantees.

Specific Responsibilities Include:

**Grant Management:** Manage a portfolio of grants aimed at enhancing Jewish Engagement and Values, improving Campus Climate, Israel Engagement and Talent. Conduct due diligence, monitor grantee progress and evaluate impact across programmatic, human capital and financial components.

**Strategic Partnership Development:** Cultivate and maintain strong and trusting relationships with grantee organizations, academic institutions, foundation professionals, the Schusterman Family Philanthropies-Israel team and other diverse key stakeholders to advance philanthropic goals.

**Program Strategy and Implementation:** Advance innovative approaches towards promoting Jewish and Israel engagement, as well as improving campus climate that will leverage emerging technologies, foster and reward innovation, build community in innovative ways and facilitate cooperation and coordination between institutional partners.

**Field Leadership and Engagement:** Stay informed on trends, challenges and opportunities in the Jewish, Israel and talent spaces to inform funding strategies. Represent Schusterman at conferences, convenings and relevant field discussions.

**Stakeholder Collaboration:** Support convenings, programs and communities of practice to advance our Jewish, Israel and talent field communication, coordination and collaboration.

**Impact Measurement and Reporting:** Analyze grantee performance and sector trends to assess effectiveness and impact and inform future grantmaking decisions. Prepare reports, presentations, and strategic insights for internal and external stakeholders.

**Advisory and Thought Leadership:** Serve as a resource for partners, grantees, and peer funders by providing guidance on best practices, program design, and impact evaluation.

## ROLE QUALIFICATIONS

### Who You Are

We seek team members who are aligned with our organizational values and the core competencies that guide us. You may find alignment with a career at Schusterman if you are:

- **Equity:** Consistently striving to develop and act on knowledge of self, the organization and systems that drive equity, diversity and inclusion.
- **Impact:** Action-oriented and deliver high-quality work that drives results and long-term impact.
- **Optimism:** Open to learning from both successes and setbacks while envisioning possibilities for the future.
- **Humility:** Someone who wants to understand, learn and act toward ongoing development.
- **Collaboration:** Open to actively advancing shared goals in partnership with others.

Additionally, team members in roles at this level actively contribute to culture building and organizational impact through:

- **Work Planning:** Defines goals, associate milestones, and pathway(s) to achievement.
- **Self Management:** Understands own emotions and reactions and the impact they can have on others and manages behavior towards positive impact on process and people.
- **Influence:** Gains support for proposed ideas and solutions, and advances work through gaining the cooperation of stakeholders.

### What You Will Need

The following qualifications are representative of the high level of demonstrated skills, maturity, judgment, and ability to work with a wide range of constituencies required of Schusterman employees:

#### Required Skills and Qualifications

- At least 7-10 years of professional experience working within the philanthropic, non-profit and/or other relevant fields.
- Knowledge of and experience in the Jewish community required.
- Strong analytical skills with experience using data and metrics to evaluate needs, drive change and measure impact.
- Excellent written and verbal communication skills, including adapting communication styles across multiple stakeholders and facilitating productive conversations.
- Experience and reputation for building positive relationships, being viewed as a trusted partner and collaborator, and leading through diplomatic influence rather than formal authority.
- Excellent judgment, an ability to exercise discretion and tact in difficult or confidential situations and an ability to project a positive, professional image to the public required.
- PC skills (with proficiency in Microsoft Outlook, Word, Excel, and PowerPoint), and a thorough knowledge of basic web skills required.

## COMPENSATION AND BENEFITS

This role features a competitive hiring range of \$102,000 - \$129,000 based on experience and Schusterman's commitment to internal equity. We offer a strong benefits package to support employee health and well-being, including medical, dental, vision, retirement and mental health support. Schusterman encourages ongoing professional development and supports activities aligned with one's individual career growth plan.

*Charles and Lynn Schusterman Family Philanthropies is an Equal Opportunity Employer. Schusterman promotes diversity and provides equal employment opportunities without regard to race, color, national origin, ancestry, sex, gender, gender identity, gender expression, religious creed, disability, genetic information, age, marital status, sexual orientation, or military and veteran status. We encourage individuals of all backgrounds to apply.*

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#).

All applicants will receive an email confirming receipt of their application. We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above.

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[Submit an application](#)