

Program Officer, Learning

Overview

The Longwood Foundation, a philanthropic foundation that serves the Delaware and Kennett Square, PA (Longwood Gardens) communities, is seeking candidates for the role of Program Officer, Learning. This is a dynamic opportunity for a passionate professional who is committed to improving our region through philanthropic leadership. Grants are made to nonprofit organizations interested in serving these communities through a responsive process that repeats every six months. Longwood's responsive process centers around the belief that the organizations and individuals most proximate to the needs and opportunities for a given community are the ones best positioned to develop the strategies and solutions aimed at addressing them. Therefore, Longwood's philanthropic approach is to operate a process open to all nonprofit organizations seeking to benefit our geography and ask for their best ideas to improve our region for those they serve. The Foundation then selects those proposals that are most compelling to receive funding, with a typical grant duration spanning 18-24 months. Given this approach, the Foundation team is constantly listening, learning, and consulting rather than directing. At the end of a grant period, an in-person review is conducted with each grant recipient. This is an essential learning and reflection opportunity for the grant recipient and the Foundation. This position will lead this grant review process and conduct most of the in-person reviews. Using the information gathered during these reviews in each cycle, this individual will lead the Foundation's learning by synthesizing and analyzing the trends and identifying takeaways and next steps in an effort to continuously improve our grantmaking.

Responsibilities

- Grant Reviews (70%)
 - Design and continuously improve the grant review process to add value to grantee organizations, maximize Foundation learning, and inform future grantmaking.
 - Execute two cycles of in-person grant review visits annually (typically 25-40 interviews at the grantee's site per cycle). These are usually conducted in the November-January and May-July time frames.
- Grantmaking (20%)
 - Along with other members of the team, support the grant making process by formulating and developing grant recommendations for roughly 10-15% of grant requests – typically in September, October, March, and April.
- Personal Project (10%)
 - Lead a project of personal interest that benefits the Foundation's communities as well as support other Foundation operations as needed.

Reports to the President of the Foundation

Location

The Foundation's offices are in the Community Services Building in Wilmington, Delaware. The Foundation is in a one-year pilot of a 3/2 work week model – three days in the office and two days remote with meetings conducted at grantee sites as well as electronically.

Compensation and Benefits

Salary \$85,000 to \$100,000 with comprehensive benefits

Competencies

- High integrity
- Learning and continuous improvement orientation
- Demonstrated strong peer and team member interactions
- Excellent interpersonal and relationship building skills
- Strong written and oral communication skills
- Thoughtful and analytic; able to synthesize information from interviews into actionable learnings to benefit both the grantee and the Foundation
- Comfort with handling multiple tasks and priorities
- Ability to create, design, and manage contemporary processes

Experience and Education

- At least five years of experience in nonprofits or philanthropy
- Evidence of increasing responsibility
- Project and process management experience
- Demonstrated partnership with chief executive
- Comfort with technology and software
- High school diploma
- Exposure to Delaware and/or southern Chester County nonprofit environment, with specific knowledge of Kent and Sussex Counties a plus

Application Instructions

Submit a cover letter and resume to Cynthia de Leon, Human Resources Consultant (Longwood19801@gmail.com) with the subject line "Program Officer, Learning". The deadline for submission is Friday, August 13th.