



## **Program Officer, Post 9/11 Veterans and Their Families, THE SCHULTZ FAMILY FOUNDATION**

### **SECTOR:**

Foundation/Philanthropy

### **FUNCTION:**

Communications Leadership

### **LOCATION:**

WA - Seattle metropolitan area

## **ABOUT THE ORGANIZATION**

**The Schultz Family Foundation** (SFF), established in 1996 by Howard and Sheri Schultz, creates pathways of opportunity for populations facing barriers to success. By investing in innovative, scalable solutions and partnerships, the Foundation aims to help unlock people's potential and in doing so, strengthen our businesses, our communities, and our nation. The Foundation focuses its efforts on two groups with enormous promise: the 4.6 million youth and young adults aged between 16 and 24 who are out of school and out of work, and the 2.8 million post-9/11 veterans and the approximately 250,000 service members that will transition from active, National Guard, or Reserve duty back to civilian life each year.

## **OPPORTUNITY YOUTH**

There is a group of young people that are disconnected from the systems that were built to serve them. These individuals are often born into situations that make pathways to opportunity challenging. The Foundation believes that one's potential should not be determined by their zip code and that this generation of young people represent assets that can have a significant impact on the future of our country. Through its Opportunity Youth portfolio, SFF forges unique partnerships and invests in clear pathways to employment. The portfolio also focuses on innovative initiatives in areas such as mentorship, job readiness, and access to housing – all of which endeavor to empower Opportunity Youth and helps to close the opportunity gap for young people.

## **POST 9/11 VETERANS AND THEIR FAMILIES**

Post-9/11 veterans are returning to civilian life with diverse skills and tremendous potential, but many experience difficulties when they leave military service and transition to civilian life. The Foundation's investments focus on ensuring the transition experience is as seamless and successful as possible by supporting service members before they transition and reintegration strategies that help veterans and their families navigate services post-transition. These investments enhance and accelerate employment

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opportunities through innovative training and career placement programs and coordinated access to services. To further these efforts, the Foundation works to ensure that employers and civilians understand the strengths and talents of our veterans, and the contributions they can make when they return home. The Foundation's programs support not only transitioning service members but also military spouses.

## **THE FOUNDATION AIMS TO ACHIEVE THE FOLLOWING:**

**Lifting Populations Out of Risk:** Our social contract needs rewriting - there's so much potential that tends to be overlooked. The Foundation works to identify solutions that move people from crisis to stability, to help them get the fair shot we all deserve.

**Realizing Economic Justice:** The transformative power of jobs—for employers, employees, and communities alike— a job with meaningful opportunities for advancement is still the best social program there is.

**Harnessing the Power of Private Sector Engagement:** Knowing what's possible when business leaders care as much for their community as they do for their shareholders, the Foundation is galvanizing a movement to compel businesses to do well by doing good.

**Building Solutions at Scale:** The opportunity gap is getting larger. We need to move beyond solutions that serve few to ones that impact many.

**Proving Efficacy is Price of Admission:** The Foundation evaluates impact through the lens of both social and business value. Doing good isn't enough. Metrics are used to ensure that investments are leading to real impact and proves that hiring from these talent pools is good for business.

**Changing Hearts and Minds:** The Foundation lifts up stories of success and hope vs. dysfunction and despair, harnessing the power of narrative to show what's possible if we work and think out of the box. The Foundation will achieve these goals by focusing on populations of untapped assets, proving efficacy of investments, and driving impact on an individual level and at scale.

## **ABOUT THE POSITION**

The Program Officer (PO) will collaborate with the program team to shape and implement strategy that advances the key goals of the Foundation's Veterans' initiatives. S/he is responsible for continuous cross-functional engagement with team members around both strategic direction and implementation, within and across investment areas. The PO will also vet, implement and manage a catalytic portfolio of investments that create pathways to self-sufficiency for Veterans. The PO will be influential in sharing promising programs and learning distilled from grantee partnerships to collaboratively inform the field. PO capacity will focus on implementation and management of an individual investment portfolio with a lens on the broader Veterans' investment strategy and Foundation portfolio.

The Program Officer reports to the Director of Programs and serves as a key resource and leader to other program staff.

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## **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Collaborate with Foundation program staff in the overall direction of the program team and the Veterans team, including the development of a strategy work plan, an assessment of potential investment opportunities and partnerships, strategic and budget alignment, and effective grantee and portfolio management
- Manage a portfolio of grants designed to support the portfolio's strategic goals, and oversee the review process of grant documents and preparation of the recommendations package/docket for grant approval; advise the team on complex funding arrangements and grantee relations
- Manage the program budget, and understand the implications with changing scenarios (e.g., portfolio commitments/payout), and recommend adjustments where appropriate
- Assist in the development and evaluation of program strategies and make recommendations to improve grantmaking and to contribute to the team's learning and evaluation efforts
- Manage individual portfolio of grants, grantee relationships, grant progress and expenditures, and review grantee status reports; play an active role in managing and developing the grants pipeline
- Engage key thought leaders, technical experts, and consultants to support strategy and grant development; determine when additional expertise is required to mitigate potential legal risks with certain investments/grants
- Represent the Foundation to external partners, at conferences and events
- Advance the narrative about the Veterans' program strategy in collaboration with senior leadership by preparing talking points, briefing materials, strategic presentations and recommendations on salient program issues, strategies, and other relevant topics as needed
- Develop, with other team members, strategy papers, grant recommendations, other written materials, and verbal presentations for internal and external stakeholders
- Assist with the development of operational infrastructure such as, foundation process and improvement and facilitation of agreements with consultants and other external vendors
- Manage and contribute to special projects as needed

## **CANDIDATE REQUIREMENTS:**

### **The ideal candidate will possess the following:**

- At least 5 years of relevant sector experience; experience with grant making and/or other aspects of organized philanthropy a plus
- Deep familiarity with the military, including an understanding of the issues veterans and their families face, and knowledge of public and private funding streams
- A proven dedication to serving veterans and their families, especially those most vulnerable to struggling with the transition to civilian life

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- Demonstrated experience working and building collaborative partnerships with military, community, and public policy leaders; the private sector; nonprofit advocates; and other community stakeholders operating in support of veterans and their families
- Collaborative approach; comfortable wearing many hats within a small, close-knit team while bringing the skills, sensitivity, and confidence to tap into the assets each team member brings to the mission
- Strong strategic thinking skills, paired with analytical skills and the ability to synthesize information
- Excellent interpersonal, written and oral communication skills and the ability to communicate with diverse audiences
- Experience setting goals and objectives, prioritizing and structuring action plans and work activities
- Experience establishing organizational systems to improve efficiency and functioning in a changing environment
- Passion, humility, integrity, flexibility, a sense of humor, and a commitment to the work of the Foundation; combines seriousness of purpose with lightheartedness and fun
- Bachelor's degree required; advanced degree preferred

#### **COMPENSATION AND BENEFITS:**

Priority application deadline: 12/21/18

Salary and benefits will be competitive and commensurate with experience.

Visit [On-Ramps](#) to apply.

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Schultz Family Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status. Employment is contingent upon the successful completion of a comprehensive background check.