



## GREATER TEXAS FOUNDATION

### **Programs & Strategy Officer**

Greater Texas Foundation is a private foundation based in Bryan, Texas. The foundation's mission is to ensure all Texas students are prepared for, have access to, persist in, and complete a postsecondary credential. This position is designed to support a variety of programs, projects, strategies, and activities of Greater Texas Foundation to ensure the foundation's work aligns with the strategic goals to achieve its mission. The individual filling this position will report to the Director of Programs & Strategy and will work in close partnership with a small team of program staff, as well as with the foundation's grants management staff and with peer foundations promoting postsecondary access and success. This is a full-time position based in Bryan, Texas.

#### **Primary responsibilities will include the following:**

- Assists Director of Programs and Strategy with projects and programs supportive of the foundation's strategy
- Designs, implements, and manages multiple projects, setting deadlines and ensuring accountability
- Provides leadership and oversight of delegated special projects and programs
- Supports the foundation's grantmaking process:
  - Conducts introductory calls with prospective grantees and develops and invites concepts, with oversight from Director of Programs & Strategy
  - Assists with concept and proposal due diligence process and follow up with applicants
  - Leads presentations of proposals to the board as needed
  - Assists with programmatic and strategy-related due diligence, both pre- and post-grant award
  - Represents the foundation at site visits and external meetings as needed
  - Strategically expands GTF's network to ensure diversity in partnerships and approaches
  - Manages planning and logistics for proactive grantmaking initiatives, including Request(s) for Proposals
- Assists with developing foundation learning opportunities, particularly to support strategies and recommendations set by the board's Strategy & Learning committee
- Develops learning questions for new grants and supports development of board and staff learning agenda
- Further supports foundation learning by conducting secondary research to inform the foundation's strategy and presents findings clearly and concisely
- Assists with or leads planning of special events related to the foundation's strategy and grants as needed:
  - Provides leadership and support for development of content
  - Provides support on logistical aspects as needed
- Supports the foundation's strategic role of Communicator:
  - Serves as a primary point of contact for communications consultant

- Coordinates with staff, board, and communications consultants to develop and implement a strategic communications plan
- Drafts external communications on behalf of the foundation, including bimonthly newsletters, grant announcements, press releases, congratulatory notes, social media posts, and briefs
- Leads the production of the foundation's annual report
- Provides content for the foundation's website
- Assists in communicating grantee successes to the board and staff as well as to external audiences
- Provides routine feedback to board and staff on the outcomes of the communications plan

**Qualifications:**

- Bachelor's degree required; Master's degree preferred
- Minimum of five years of experience with foundation programs and grants (or relevant nonprofit or education experience) required
- Excellent oral and written communication skills
- Ability to analyze and summarize policy documents and research reports and proposals
- Excellent organizational skills, detail oriented, and ability to work independently with the proven ability to multi-task, set priorities, track projects, and meet deadlines
- Ability to analyze processes and procedures and make recommendations for improvement as necessary
- Ability to use discretion, sound judgment, and maintain strictest confidentiality
- Strong interpersonal and communication skills to work closely with a team on multiple simultaneous strands of work. The best person for this position will be able to routinely demonstrate patience, positivity, tact, flexibility, humor, and courtesy
- Proficient in Microsoft Word, Outlook and Excel; ability to utilize databases, conduct Internet searches, and learn other applications as necessary
- Should be available to work routinely Monday through Friday from 8:00 a.m.-5:00 p.m. and after hours and weekends occasionally

**About Greater Texas Foundation**

Greater Texas Foundation is a small organization in a highly professional yet comfortable work environment. Salary is competitive and includes an excellent benefits package which includes 100% employer paid medical insurance for employee. GTF also offers dental, life insurance, AD&D and retirement plan with a generous employer contribution. GTF offers a generous paid time off and holiday package.

**How to Apply:**

Interested applicants should send cover letter and resume to [lesliegurrola@greatertexasfoundation.org](mailto:lesliegurrola@greatertexasfoundation.org). This application process will remain open until the position is filled.