The Joyce Foundation has a deep commitment to advancing racial equity and economic mobility for the next generation in the Great Lakes region. The Education & Economic Mobility Program is central to that mission. The Program works to advance public policies that ensure low-income young people and young people of color have equitable access to high-quality schools and careers. The Program’s mission is more critical now than ever, as the nation struggles through racial and economic strife.

The Joyce Foundation seeks a Program Officer to join the Education & Economic Mobility (EEM) team to help manage the K-12 education grant portfolio. The Program Officer will lead the Foundation’s “College and Career Readiness” portfolio, which supports policies to ensure low-income young people and young people of color graduate high school ready for college and career success. This includes policies to align the K-12, higher education and workforce systems; boost the number of early college credits earned in high school; and spread high-quality work-based learning opportunities.

The Education & Economic Mobility Program also focuses on ensuring low-income young people and young people of color have excellent educators, closing wealth and race gaps in BA attainment, and on the treatment of workers in the new economy. The Program Officer will work on a four-person team, consisting of the K-12 Education Program Director, a Senior Program Officer with a higher education portfolio, and a Program Assistant. There is also an
interdepartmental team of grant management, communication and administrative professionals.

THE ORGANIZATION

The Joyce Foundation has stayed true to the original mission of bettering communities and opportunities since 1948, but has also remained relevant to current issues through strategic decisions. The Foundation works to advance racial equity and economic mobility for the next generation of young people primarily in the Great Lakes region (Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin). The Foundation supports policy research, development, and advocacy in five areas: Education & Economic Mobility, Environment, Gun Violence Prevention & Justice Reform, Democracy, and Culture. While the principal area of focus is in the Great Lakes region, Joyce also partners with funders to explore promising policy solutions at the federal level.

The Foundation’s assets average $1 billion and approximately $50 million in grants is distributed annually to organizations that combine creative ideas for broad, systemic change with a strong strategic sense of how to make change happen. The Foundation has a total staff of 28 and is governed by an 11-member Board of Directors. The EEM program awards about $14 million annually, with the K-12 portfolio making up about $8.5 million of that total amount.

ROLE RESPONSIBILITIES

The Program Officer will step into a dynamic position that has potential to drive change for low-income young people and young people of color for years to come. The Program Officer will use creativity and self-driven initiative to push for transformational policy change in the following ways:

- **Proposal cultivation and evaluation:**
  - Seek out a diverse array of grantees that can drive transformational change to the College and Career Readiness (CCR) space;
  - Grow the Foundation’s regional and national footprint in the CCR space through strategic grant cultivation and management;
  - Evaluate the impact of grantees and projects and make changes when necessary.

- **Grant management and oversight:**
  - Solicit proposals consistent with the program’s strategies and goals through a process of reviewing letters of inquiry, site visits, and other meetings;
o Support grantee projects, including participating in meetings and connecting grantees with other funders, policymakers, and the media;
o Synthesize lessons from funded projects to strategically inform future Foundation decisions.

● Internal communications:
o Prepare high-quality written materials and oral presentations to communicate strategy and grant recommendations, as well as assessments of progress to the management team and Board of Directors;
o Collaborate effectively with other program staff members and Foundation colleagues.

● Amplification, networking, and external relations:
o Collaborate with the Foundation’s communications team to develop and disseminate messages that advance the Education & Economic Mobility Program goals;
o Play a leadership role in relevant philanthropic and nonprofit networks;
o Build and cultivate one-on-one relationships with local, state, and national education policymakers and stakeholders that can help deliver on the Foundation’s priorities;
o Utilize the Foundation’s convening ability to bring together grantees, funding colleagues, policymakers and other stakeholders at pivotal moments.

● Program development and strategic planning:
o Learn continuously and practice extensive outreach to leaders in the field to inform and refine priorities and strategies;
o Monitor progress towards benchmarks that measure the Education & Economic Mobility Program’s impact;
o Develop and manage annual and multi-year grant budgets to maximize the impact of the Foundation’s resources.

CANDIDATE PROFILE AND QUALIFICATIONS

The ideal candidate is passionate about ensuring equitable access to high-quality schools and jobs for low-income young people and young people of color. They have a deep and nuanced understanding of the College and Career Readiness space. They are driven, creative, and strategic, with a willingness to take risks in pursuit of high-impact solutions. They will:

● Have depth, sophistication and a nuanced understanding of the ways public policies are created, shaped, and changed at local, state and federal levels;
● Have a personal connection to the mission through their background and lived experiences that positions them to deeply empathize and understand both nuanced and outright challenges of inequity and injustice;
● Have an unshakeable belief in the commitment to the people Joyce Foundation serve and a level of self-awareness that allows them to articulate the additional impact of their personal connection to the work;
● Embrace the need for flexibility and value a sense of humor;
● Be highly organized and have the ability to manage simultaneous projects;
● Carry themselves with the personal presence, confidence, and graciousness to move seamlessly and operate effectively in diverse forums and within various organizational relationships;
● Hold themselves to a high standard of professionalism and performance.

Successful candidates will have the following experience, skill sets, and abilities:

● Knowledge of education policy, especially around College and Career Readiness, as it relates to local, state, and national issues;
● Exceptional writing skills with the ability to compel experts and general audiences, both internally and externally;
● Proven analytical and strategic skills, with the capacity to understand complex issues and organizations, and the ability to conceptualize, evaluate, manage, and implement multifaceted strategies and projects;
● Ability to creatively collaborate with grant applicants and grantees, as well as colleagues at the Foundation and in the field, in order to foster innovative program ideas and grant requests;
● Demonstrated effectiveness in developing networks and productive working relationships with diverse constituencies;
● Bachelor’s degree and minimum of five years of professional work experience in educational policy, advocacy, or grantmaking;
● Willingness and ability to travel extensively in the Great Lakes region, and nationally as necessary.

APPLICATION PROCESS

The Joyce Foundation values the unique traits that diverse backgrounds and experience bring to the work. Qualified and interested individuals are encouraged to apply. The Foundation offers a competitive salary for this position, commensurate with experience, and excellent benefits.

Applications will be reviewed on a rolling basis and interested parties are encouraged to apply early to get into the process.

Please email a cover letter and resume to Rina Han of Sun Han Consulting, at rina@sunhanconsulting.com.