Job Announcement - Program Officer

Organization Description

Vivo Foundation Introduction. We are a new family foundation focused on educational equity and the services and capabilities essential to a rich and productive learning and achieving environment.

Our Vision. We stand for a world where every person regardless of race, beliefs, or economic status has the opportunity to reach their full potential; where every individual is inspired to learn, grow and contribute to society; and where specialized services and programs intentionally address systemic inequities.

Our Mission. We are committed to providing the tools and resources that enable all young people to improve their lives and expand their sense of possibilities. We support equitable access to high quality education, personalized mentoring, and programs that foster safety, stability and wellness in homes and communities.

We Believe…

- Education is a powerful bridge to personal growth, economic advancement, and engaged citizenship when it is rigorous, expansive, engaging and joyful for every child. We invest in a broad definition of education which includes the social-cultural contexts for youth and their families that is essential to learning.
- Educational solutions must be tailored to the individuals, families, and communities they serve; and that insight for productive approaches resides within the communities themselves. We support approaches that thread community and partner resources into powerful coalitions for change.
- Unlocking human potential is inherently multi-generational and education and career advancement can significantly change a family's future for generations. We appreciate data-driven approaches that address the whole family with emphasis on the child and youth.
- Meaningful change in communities demands system-wide reforms to complement the extraordinary efforts of individuals. We believe in a fundamental obligation to operate with racial equity as a core value.

Vivo Focus. Our Grants cover a broad range of programs in education and the related services that assist young people and their families to pursue living wage careers in Chicago. We support direct service programs as well as the research and capacity building to design, test, and evaluate programs.
Key Responsibilities

- **Identify, Evaluate and Monitor Grants**
  - Nurture and maintain strong, supportive relationships with nonprofit organizations and other stakeholders in the education ecosystem.
  - Conduct due diligence on potential grants, including assessing goals and outcomes, organizational capacity and financial health. Prepare written recommendations, including qualitative and quantitative analysis. Review interim and final reports, with a focus on both assessing outcomes and organizational learning.
  - Scan the Chicago landscape to identify potential agencies and programs which fit the Foundation’s mission of educational equity.

- **Support Strategy Development, Implementation and Evaluation**
  - Represent the Foundation at relevant meetings, forums, workshops and networks.
  - Support the development, implementation and continuous improvement of foundation-wide efforts to analyze the portfolio, with a focus on data analysis and dashboard development.
  - Conduct special research projects as identified or assigned.

- **Steward Operational Excellence and Continuous Improvement**
  - Work with the Executive Director to prepare for board meetings and other presentations.
  - In collaboration with the Grants Associate, maintain and refine back-end and logistical operations of the grants management process.
  - Design and/or participate in professional development activities to enhance and grow skills and competencies appropriate to work responsibilities.
  - Participate in staff meetings, retreats and other team learning opportunities.

Work Environment

- This position is based in the Chicago region. Depending on the public health situation, the Program Officer will frequently attend meetings throughout Cook and Lake County, Illinois. Further, the Program Officer will be required to travel to the office in Lake County, Illinois up to two days a week.
- In context of the public health crisis, the COVID-19 vaccination, including all CDC recommended booster shots, is required.
- Vivo Foundation provides equal employment opportunities to all applicants and employees in a harassment-free environment without regard to race, religion, color, national origin, gender, age, disability, sexual orientation, alienage, veteran status or any other protected characteristic.

Qualifications

- Demonstrated commitment to the Foundation’s mission of educational equity
- Minimum of five to seven years in the education or social service ecosystem
- Track record of exercising sound judgment, flexibility and a strong work ethic
- Excellent written and verbal communication skills
- Strong problem solving and critical thinking skills
- Strong analytical skills and capacity for data analysis
- Ability to summarize large volumes of information to communicate key takeaways
● Proficiency in Microsoft Office and Google Suite
● Ability to handle confidential information with complete discretion
● A team player, who enjoys working with others and has a passion to make a difference

Compensation

● A competitive salary commensurate with experience and an annual merit-based bonus.
● Comprehensive benefits including Health Insurance (Medical, Dental and Vision), Basic Term Life/AD&D Insurance, Short and Long Term Disability Insurance, Parental Leave, 401k and Flexible Paid Time Off.

Next Steps

● Please send a resume and cover letter to Mary Nelson at mary@vivofdn.org by April 10, 2022. Subject line should read: Your Name (Last, First): Program Officer.