

THE KRESGE FOUNDATION

Program Officer

The Kresge Foundation is a \$3.1 billion private, national foundation, located in Troy, Michigan, that seeks to influence the quality of life for future generations by making grants and loans to improve opportunities for low-income people to enter the economic mainstream, reduce health disparities, support artistic expression, assist in the revitalization of Detroit, promote postsecondary access and success for low-income or underserved students, and mitigate, and promote adaptation to, the effects of climate change. In 2010, the Board of Trustees approved 481 awards totaling \$158 million; \$134 million was paid out to grantees over the course of the year.

Our social investment practice supports our grantmaking strategies within the six fields of interest by making capital available to nonprofit organizations through loans, loan guarantees, cash deposits, and other forms of program related investment support.

For more information on our fields of interest, grantmaking, and social investment practice, please visit our website, www.kresge.org.

Available Position: Program Officer

The Kresge Foundation's Arts and Culture program has an immediate opening for a program officer to assist in the design and implementation of the program's national efforts to elevate the effective use of arts and culture in transforming and revitalizing communities. The program will focus on the themes of strengthening creative place-making, promoting arts as a vehicle of civic identity and engagement, and advancing sound capitalization principles within the arts and culture field. In addition to making grants, convening, commissioning and disseminating research, and participating in national networks, the program will also pursue opportunities to apply our social investment practice to these themes.

The Program Officer will join Kresge at an exciting time, becoming a member of a team with a new program strategy. Although the program's broad themes and funding priorities are in place, there is considerable room for a talented individual to bring his or her informed strategic perspective to the program by developing new areas of emphasis, expanding our use of non-grant, social investment activities, deepening Kresge's expertise within a particular niche, or otherwise strengthening the work.

The program aspires to position the Kresge Foundation as a recognized leader within arts and culture philanthropy by partnering effectively with other foundations and with the public, private, and nonprofit sectors, and by deploying our capital in innovative ways for the benefit of nonprofit organizations and the people they serve. We seek to hire an individual who will help our Arts & Culture team achieve that vision.

The individual filling this position will work in close partnership with the team leader and a small team of program staff, as well as with the foundation's grants management and social investments staff.

Primary responsibilities of the program officer position include:

- With the Arts & Culture Program Director and team, contribute to strategy development.
- Participate in funder -and cross-sector collaboratives to achieve program objectives.
- Utilize social investments tools, such as PRIs, to achieve program objectives.
- Contribute to the team's development of criteria to evaluate the effectiveness of

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- the portfolio and participate in the evaluation of the results.
- With other team members, have collective responsibility for reaching annual investment and grant targets.
- Obtain, maintain, and share a high level of knowledge of the most effective strategies and current thinking in field - what works, what are the most effective and /or innovative ways to support the work, and how to implement strategies with partners.
- Participate in national networks, affinity groups, and other external efforts to advance the Program's strategies and the team's standing within the arts and cultural field.
- Prepare memos, strategy papers and grant write-ups.
- Identify possible grant and social investment possibilities that advance the Program's strategies.
- Evaluate letters of inquiry and grant proposals.
- With the social investment practice, evaluate the feasibility of alternative forms of capital support for arts and cultural organizations and contribute to the Program's embrace of social investment tools.
- Contribute to the team's program development.

Qualifications:

- Bachelor's degree or equivalent experience in relevant or related fields is required, Master's degree and relevant credentialing are desirable.
- Minimum of five years of experience and leadership in relevant arts and culture, community development, urban planning, economic development or related fields; seven or more years preferred.
- Previous grantmaking or lending experience, is preferred, but not required.
- Excellent analytical and writing skills.
- Effective time management skills, with demonstrated ability to manage a diverse and demanding workload.
- Strong verbal communications skills and interpersonal skills, including the ability to work effectively as a member of a team.
- Demonstrated financial analysis skills, including the ability to analyze audited financials, balance sheets, and business plans of nonprofit organizations; facility with complex financial instruments desirable.
- Experience in the development, implementation and evaluation of strategies to affect change.
- Experience working collaboratively across the nonprofit, private, and public sectors.
- Ability to undertake extensive (~30%) national travel.
- Strong commitment to the Foundation's vision and values.

Please send cover letter and updated resume to: careers@kresge.org

Deadline for resume submittal: November 7, 2011

The Kresge Foundation is an Equal Opportunity Employer and we welcome a diverse pool of candidates. We offer a competitive total compensation package including Health, Dental, Vision, Long Term Disability, and Short Term Disability Insurances, generous paid time off, and a 401K employer contribution and employee match program. We also provide professional staff development and tuition reimbursement.