

# THE HYAMS FOUNDATION, INC.

## **PROGRAM OFFICER JOB DESCRIPTION**

### **Introduction:**

The Hyams Foundation, Inc. is a private foundation that strives to “increase economic and social justice and power within low-income communities in Boston and Chelsea, Massachusetts”. The Foundation will distribute approximately \$5 million in grants to nonprofit organizations in 2007 through its regular grantmaking process and special funding initiatives and has an endowment of approximately \$160 million. Hyams currently focuses its resources in four major program outcome areas: Affordable Housing, Civic Engagement, Family Economic Self-Sufficiency and Teen Development. The Foundation is seeking a Program Officer to lead its work in the Teen Development area.

### **Responsibilities**

- Take the lead in working with other staff and Foundation trustees to develop and/or refine strategies and grantmaking approaches in the teen development area; oversee the implementation and assessment of the results of these efforts
- Review grant proposals in the teen development area; conduct interviews and site visits with applicants; prepare written reports and recommendations to the trustees and monitor the results of previous grants
- Participate in and provide leadership to the Foundation’s own initiatives and to collaborative efforts involving other funders and community groups to address issues of importance to the Foundation in the teen development area; raise resources for initiatives as appropriate
- Communicate with nonprofit agencies, low-income communities and public and private funders about the Foundation’s program priorities, grantmaking guidelines and the proposal review process
- Provide assistance to organizations and individuals requesting information or advice about resource development, program development and/or nonprofit management issues
- Represent the Foundation at community meetings, conferences and other events
- Participate in the development and assessment of the Foundation’s strategies and activities in the affordable housing and civic engagement areas
- Assist and support other staff and the trustees as requested in carrying out the Foundation’s work, including participating in the board’s Program Committee meetings and reviewing grant requests in other program areas as requested by the Associate Director
- Supervise interns or consultants to the Foundation as appropriate

**Qualifications**

- At least five years of direct experience with and strong knowledge of youth development and high risk teens, the issues they face and program “best practices” for serving this population
- Knowledge of public policy issues impacting low-income teens
- Understanding of, experience with and sensitivity to local low-income communities
- Understanding of and experience with community-based nonprofit organizations
- Demonstrated commitment to the values and mission of The Hyams Foundation
- Ability to think strategically and to develop grantmaking approaches and program options
- Excellent writing and verbal communication skills
- Ability to analyze and interpret quantitative data and other information
- Ability to work independently but also function well within a work environment that places a high value on teamwork and on working collaboratively and effectively with colleagues and community members
- Undergraduate degree is required; graduate degree, or course work and/or experience comparable to a graduate degree, preferred
- Bi-lingual capability is preferred

Salary range is \$63,000 - \$75,000 and will be commensurate with individual’s experience and background. Competitive fringe benefits are also available.

This position will report to the Associate Director.

Please see the Foundation’s website for additional information in its history and grantmaking priorities at [www.hyamsfoundation.org](http://www.hyamsfoundation.org).

**Interested individuals should submit a letter of interest and resume by Monday, December 3, 2007 to [jobs@hyamsfoundation.org](mailto:jobs@hyamsfoundation.org) or mail to:**

Ms. Elizabeth B. Smith  
Executive Director  
The Hyams Foundation, Inc.  
50 Federal Street, 9<sup>th</sup> Floor  
Boston, MA 02110

**The Hyams Foundation is an equal opportunity employer and actively seeks a diverse staff reflective of the communities it serves.**