

Position Announcement

Abrams Foundation

Program Officer

Founded in 1997, the Abrams Foundation is a private foundation with an office in Boston, Massachusetts. Established by David and Amy Abrams, the Foundation has supported nonprofit organizations focused on youth development and related education organizations and initiatives, the arts, and community issues. The Foundation granted approximately \$4 million in 2012.

The Position

The Program Officer will have the opportunity to shape a growing foundation. S/he will work closely with the Principals in developing the Foundation's interests, policies, and systems as it seeks to move from project-oriented to innovative and strategic grant making.

Grant Making Responsibilities

- Work with the Principals to develop the Foundation's ability to impact strategic focus areas
- Become an expert on the most effective approaches nationally to addressing the Foundation's developing strategic focus areas
- Establish grant making and Foundation operation systems
- Manage and build relationships between the Foundation and grantees
- Meet with existing and potential grantees to discuss current and prospective grants
- Develop, implement, document and monitor grant making processes
- Process grant awards
- Confirm compliance with Foundation policies and procedures and legal requirements
- Work with consultants and accounting and legal professionals supporting the Foundation
- Identify and recommend potential process improvements
- Serve as a thought partner and develop the Foundation's capacity to make larger, strategic grants
- Explore possibility of providing capacity building grants

General Duties

- Provide support and coordination to the Principals in relation to Foundation business
- Continue to develop and cooperatively leverage relationships with other foundations and donors, both locally and nationally, to achieve greater impact
- Complete special assignments and research projects as needed

Skills and Qualities Desired

- 7-10 years nonprofit leadership/management and organization development experience
- Exceptional oral, written and analytical skills
- Comfort in reviewing and developing budgets and analyzing financial statements
- Creativity, flexibility, and ability to multi-task
- Attention to detail and accuracy and ability to meet deadlines
- Ability to think and work at both a micro and macro level
- Capacity to work independently as well as openness to collaboration
- Sense of humor and grace under pressure
- Experience managing grants including evaluation
- Working knowledge of IRS regulations governing private foundations and knowledge of grant tracking software beneficial
- Family foundation experience a plus
- Bachelor's degree required

To apply

Please send a cover letter, resume, and salary history to Susan Egmont at Egmont Associates, segmont@egmontassociates.com.