



Position Description: **Senior Program Officer - Our Empowered Youth**
Reports To: Director, Policy and Programs
Direct Reports: 1
Status: Full Time Exempt

ABOUT MEYER

One of the largest private funders in Oregon, Meyer Memorial Trust commits its position, resources and energies to dismantling barriers in equity and improving community conditions so that all Oregonians can reach their full potential.

Established in 1982 from the estate of grocery store founder Fred G. Meyer, Meyer Memorial Trust has awarded grants and program-related investments in excess of \$930 million to more than 3,500 organizations. With current assets of approximately \$1 billion, Meyer’s mission is to accelerate social, racial and economic justice for the collective well-being of Oregon’s lands and peoples.

Learn more at mmt.org.

POSITION SUMMARY

The goal of the Our Empowered Youth funding priority is to support and advance strategies that ensure Oregon’s children have access to a fully resourced education that helps them to realize their highest ambitions.

The Senior Program Officer, Our Empowered Youth, will help shape and steward the Trust’s investment in youth serving work over the coming years. This role will serve as the content expert for Meyer’s work in all levels of the education continuum and support for Oregon’s youth.

PRIMARY SCOPE

The core responsibilities of the Senior Program Officer will include collaborating with senior leadership to set the strategic direction for the Our Empowered Youth area of focus; developing and executing strategy and work plans; engaging in policy, program and grant development; providing field leadership; and inspiring partnerships, collaborations, and co-funding relationships. This role is responsible for their team’s operations and the performance management of one direct report.

They will report to the Director of Policy and Programs, create successful collaborations across the Trust’s grantmaking and strive to engage deeply as an external partner. The successful candidate will have content expertise in equitable education practices and understand the intersections with other fields and foundation program areas. They will

have excellent organizational skills to ensure all projects are thoroughly complete and timely.

Essential Duties and Responsibilities

- Contribute to the development and articulation of the Trust's immediate and long-term investment priorities and success metrics for the Our Empowered Youth area of focus.
- Work with Meyer's leadership and program staff to develop and drive strategies in support of the Our Empowered Youth policy and funding priorities
- Work with applicants and grantees on all aspects of outreach and grantmaking with support from program associates and other members of the Impact Team
- Collaborate with the Learning and Grant Operations Team to support the grantmaking process and gather data to show progress towards desired impact
- Work with the Learning and Grant Operations, and Communications Teams to commission and disseminate learning and research that can inform policy, strategy and practice
- Engage and convene community, organizations, funders and/or policy makers to foster relationships, build capacity, and identify and advance opportunities for positive change in the field

The Senior Program Officer, Our Empowered Youth will also do the following:

- Cultivate and steward compelling projects and proposals that contribute meaningfully to Meyer's efforts to empower communities, strengthen movements, and change systems in education
- Provide recommendations for funding, including composing proposal summaries and presenting proposal recommendations to internal leadership
- Develop and maintain positive working relationships with a diverse array of public and private education partners, aligned funders, specifically engaging the nonprofit voice to support the advocacy of communities in which disparities are most pronounced
- Collaboratively identify approaches for equity in educational opportunities and outcomes, becoming a trusted presence in the sector and region
- Continually survey the local, regional, and national landscape to identify community assets, emerging innovations, policy opportunities, challenges and trends relevant to the focus area, including anticipated revenues and resources.
- Monitor and evaluate grants towards stated goals; Analyze and use quantitative and qualitative data and research to increase impact, influence and learning
- Manage the work of one program associate
- Work with the Director of Policy and Programs and the Director of Communications to produce an annual report of grantmaking in Our Empowered Youth that centers the voices of communities served, progress made and lessons learned
- Engage in consistent and open communication with Meyer trustees and staff, skillfully balancing autonomy, collaboration and coordination; actively exchanging knowledge and information
- Represent the Trust externally as needed, at conferences and speaking engagements
- Serve as a model of organizational core values of interconnection, shared responsibility, curiosity, joy and belonging

- Assume other duties on behalf of the Trust

PREFERRED COMPETENCIES SKILLS AND EXPERIENCE:

- A bachelor's degree from a four- year college or university. Master's degree in a relevant field and seven plus years of relevant experience or equivalent combination of education, training and experience.
- A demonstrated understanding of Oregon's public policymaking arena across the education continuum, including education-related policies, delivery systems, stakeholders, and strategies, and an understanding of how education interacts with other systems.
- Deep experience in project management, including managing consultants, developing project budgets, and monitoring and evaluation of results.
- Excellent written and verbal communication skills, including the ability to listen well and work effectively as part of a team.
- Deep understanding of the disparities in opportunities and outcomes, disparate impacts of policies, contributing factors, and key systemic opportunities to cultivate equitable and just outcomes for communities.
- Experience in the conception, design and management of strategies, initiatives and programs, including the ability to anticipate and respond to shifts within the field and policy environment.
- Demonstrated ability to translate concepts into action, with a proven record of success in developing and implementing strategies and solutions with the engagement of others.
- Ability to communicate complex work of this program and grantees in clear, understandable and relatable presentations, memos and updates for trustees, executives and outside audiences
- Demonstrated experience working effectively with a diverse range of stakeholders to address complex policy, systems change or service delivery challenges – especially those related to equity, community change, social justice, and vibrant inclusive communities
- A breadth of work experience across a variety of organizations and/or sectors
- Exceptional team leadership and facilitative management skills with an understanding of the difference between leadership and management
- Capacity to see connections and leverage partnerships and opportunities with the Trust's investments, finance, communications, and operations functions to further organizational goals
- Ability to travel on an as-needed basis

EQUITY

- Offer personal interest and commitment to working in a diverse and inclusive work environment
- Offer expertise in how our funding priorities in this area intersect with our commitment to racial, social, economic and gender justice
- Engage in promoting a positive workplace culture of collaboration, innovation and respect
- Have excellent interpersonal skills and the ability to establish effective working relationships in a multicultural, multi-ethnic environment

PHYSICAL DEMANDS/WORK ENVIRONMENT

Meyer Memorial Trust is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, Meyer ensures equal opportunity to all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; lawful alien status; physical, mental or medical disability; veteran status; or liability for service in the United States Armed Forces.

Transgender, gender non-conforming and gender non-binary job applicants, as well as applicants with disabilities and applicants with criminal record histories, are encouraged to apply.

While performing the duties of this job, the employee will:

- Engage in regular communication in person as well as through electronic means.
- Routinely use computer laptops, tablets, desk phones, photocopiers and monitors, including digital screens.
- Occasionally move up to 10 pounds.
- Work in a business setting of open cubicles with an estimated 45-60 decibel noise level.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TIME FRAME

We're seeking to have the ideal candidate identified by January 2024.

REWARDING BENEFITS:

We offer a comprehensive benefits package, including medical and dental plans, a flexible spending account (F.S.A.) or health savings account (H.S.A.), a generous 401(k) plan with employer match, vacation time, tuition reimbursement and transportation options for the active commuter.

COMPENSATION (commensurate with experience & budget)

Salary Range \$130k - \$178k

TO APPLY:

Interested candidates are invited to submit a cover letter describing interest in the position and a resume highlighting experience, competencies and qualifications that meet the position's requirements. submit application materials in Microsoft® Word (.docx, .doc), Adobe® PDF (.pdf), or plain text (.txt) to SeniorPO.EmpoweredYouth@mmt.org.

APPLICATION DEADLINE:

Please forward application materials no later than 10:00 pm Pacific Standard Time, November 26, 2023.