

EXECUTIVE

POSITION 10 Chief Executive Officer

Top executive with overall responsibility for foundation management including program and grants management, financial, investment and human resources functions. Works closely with the Board of Directors to develop the foundation's vision and strategies. Leads the overall achievement of the foundation's mission, strategic priorities and operations. Is a proven leader in establishing vision, values, strategic and operational direction that drives success of a foundation.

POSITION 20 Chief Operating Officer

Responsible for achieving operating objectives and targeted financial results. Plans and oversees the foundation's operating plans. Accountable for communicating strategic direction to direct reports and helping them develop tactical plans to best achieve goals. Responsible for directing multiple functions of the foundation (e.g., administration, finance, program) and has significant financial and/or administrative accountability. Is a proven leader in establishing vision, values, strategic and operational directions that drive success of a foundation.

PROGRAM

The program function develops, implements, coordinates and adjusts the foundation's grantmaking strategies and activities to ensure achievement of the established mission and goals.

POSITION 10010.1 Top Program Position (Single Incumbent)

Formerly 10010 Top Program Position (Single Incumbent)

Top program position with full accountability for the program function at the foundation. Oversees development of grantmaking strategies and operations in all program areas to ensure achievement of the mission and goals of the foundation. Interacts with foundation leadership and external stakeholders and may serve as the spokesperson for the organization. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 10010.2 Top Program Position (Multiple Incumbents)

Formerly 10011 Top Program Position

In the absence of a single top Program Executive, serves as one of several top Program Executives. Plans and develops grantmaking strategies and oversees grant making activities in a major program area. Ensures program direction and activities are aligned with the mission and goals of the foundation. Interacts with foundation leadership and external stakeholders. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 10014 Program Director

Responsible for developing and implementing strategy, program direction and plans for a major program area. Develops and manages program budgets and operational plans and directs their execution. Interacts and coordinates with foundation leadership and external stakeholders. May supervise program management and professionals. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 10015 Senior Program Officer - Grantmaking / Initiatives

Responsible for advancing the strategic and operational objectives of assigned program area. Performs grantmaking activities including reviewing and analyzing proposals, writing recommendations for funding and monitoring grant performance. Leads and executes the development of strategic program plans in area of accountability. Typically accountable for a high volume of grants or a new or complex program area. Investigates and evaluates grant proposals and/or implements in-house programs. Serves as the primary contact with grantees. Alternatively, may manage multiple programs or projects to ensure compliance with approved budgets, schedules and resources. May supervise program support staff. Typically has 7 or more years of related experience.

POSITION 10017 Program Officer - Grantmaking / Initiatives

Responsible for implementing the strategic and operational objectives of assigned program area. Performs grantmaking activities including reviewing and analyzing proposals, writing funding recommendations and monitoring grant performance. Executes and may contribute to the development of strategic program plans in area of accountability. Investigates and evaluates grant proposals and/or implements in-house programs. Serves as the primary contact with grantees. Alternatively, may manage several programs / projects to ensure compliance with approved budgets, schedules and resources. May supervise program support staff. Typically has 5 or more years of experience in program area.

POSITION 10026 Program Associate

Provides program and administrative support to Program Officer(s) / Program Management. Assists with reviewing proposals, writing recommendations and preparing reports after grant completion. Represents the foundation to grantees. Provides professional program support in content area. Typically has 3 or more years of related professional experience and program content knowledge.

POSITION 10027 Senior Program Assistant

Responsible for assisting professional program staff with routine and non-routine activities in the grant-making process. Provides administrative support in all areas of the grant-making process including the investigative and docket phases. Drafts correspondence and prepares meeting summaries. Monitors active projects and communicates regularly with grantees. Typically has 2 or more years of related experience.

POSITION 10028 Program Assistant

Responsible for providing support to the program function and its operations. Provides clerical and administrative support to program staff. Assists professional program staff with routine tasks in multiple phases of the grant-making process including the investigative and docket phases. Drafts correspondence and prepares meeting summaries. May communicate with grantees. Typically has 1 or more years of related experience.

PROGRAM - GRANTMAKING AND COMMUNITY OUTREACH

The program - grantmaking and community outreach function combines grantmaking with relationship building to identify and evaluate fundable programs and the community leaders who can champion programs after funding.

POSITION 11015 Senior Program Officer - Grantmaking / Community Outreach

Responsible for advancing the strategic and operational priorities of the program area through a combination of grantmaking and community outreach. Evaluates grant proposals, writes funding recommendations and monitors grant performance. Leads the identification of fundable programs and community leaders who can champion programs after funding. Develops and executes plans to identify and partner with community leaders and influencers. Builds and enhances relationships and partnerships within the community. Typically accountable for a high volume of grants or a new or complex program area. May supervise program support staff. Serves as primary contact with grantees. Typically has 7 or more years of related experience.

POSITION 11017 Program Officer - Grantmaking / Community Outreach

Responsible for implementing the strategic and operational priorities of assigned program area through a combination of grantmaking and community outreach. Evaluates grant proposals, writes funding recommendations and monitors grant performance. Identifies fundable programs and community leaders who can champion programs after funding. Develops and executes plans to identify and partner with community leaders and influencers. Builds and enhances relationships and partnerships within the community. Serves as primary contact with grantees. Typically has 5 or more years of experience in program area.

PROGRAM / PROJECT MANAGEMENT

The program / project management function manages, tracks and coordinates program activities including planning, scheduling and budgeting to ensure alignment with strategic vision of organization and compliance with budget and guidelines.

POSITION I4025 Program / Project Manager

Serves as a project manager on assigned programs or program areas to ensure operational alignment with strategic vision. Creates and tracks program plans, schedules and budgets. Evaluates and reports on program performance. Recommends project adjustments. Typically has 3 to 5 years of related experience.

GRANTS MANAGEMENT

The grants management function administers the grant cycle, including the application, approval, distribution and evaluation process. Grants management activities include research, structure, administration, compliance and review.

POSITION 20010 Top Grants Management Position

Top grants management position with full accountability for the grants management function at the foundation. Oversees the management, structuring, monitoring, processing and tracking of grant requests and modifications. Oversees reporting. Drives foundation's long-range planning, strategy implementation and communications efforts. Drives adoption of grants management technology. Ensures grant compliance. Collaborates with trustees on grant management direction. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 20016 Grants Manager

Responsible for directing all components of grants processing and management, including developing grant structures, ensuring regulatory compliance and sharing grant information with program, finance, communications and technology staff. Ensures that proposals are reviewed according to standards. Trains foundation staff in compliance, internal processes and technology for efficient use of foundation resources. May manage grants staff. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 20024 Grants Management Officer

New

Responsible for ensuring integrity of grants distributed including grant structure and compliance. Shares grant information with program, finance, communications and technology staff. Ensures that proposals and grant reports are reviewed according to standards for timelines, quality and consistency of grant processing. Educates foundation staff on grants management compliance, internal processes and technology. Typically has 5 or more years of related experience.

POSITION 20026 Grants Management Associate

Processes grants and participates in grants allocation process. Works externally with applicants and grantees and internally with program, finance and legal staff to facilitate grant allocation and monitor grant activity. Assists in the due diligence of grant compliance. Tracks status and changes to grants and maintains reports. Communicates with applicants and grantees. Typically has 3 or more years of related professional experience.

POSITION 20028 Grants Management Assistant

Responsible for providing support to the grants management function and its operations. Provides clerical and administrative support to grants management staff. Provides customer service to applicants and grantees. Monitors grant activity and maintains and updates grant records and files. Typically has 1 or more years of related experience.

POLICY

The policy function develops, manages and implements the foundation's public policy initiatives to advance policies at the state and/or federal level. The policy function engages policy makers and influences policy through communications and outreach.

POSITION 21010 Top Public Policy Position

Formerly 17510 Top Public Policy Position

Top public policy position with full accountability for the public policy function at the foundation. Oversees the development and execution of policy strategies and initiatives. Develops strategic plans to advance policies at state and/or federal levels. Develops and implements strategies for policymaker engagement and communication using direct outreach, testimony and briefings. Oversees research and analyses to determine the foundation's position on policy issues. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 21014 Director, Public Policy

Formerly 17514 Director, Public Policy

Responsible for directing the development and implementation of the foundation's public policy initiatives. Develops strategic and operational plans to advance policies at state and/or federal levels. Develops and executes plans to communicate with and engage policymakers through direct outreach, testimony and briefings. Directs and evaluates research and analyses supporting the foundation's position on policy issues. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 21026 Public Policy Associate

Formerly 17526 Public Policy Associate

Conducts research and analysis and participates in writing reports and briefings in support of the foundation's public policy initiatives. Provides support to operational and tactical plans that advance policies at state and/or federal levels. May communicate with policymakers and their offices on behalf of the foundation. Typically has 3 or more years of related professional experience.

EVALUATION

The evaluation function plans, manages and performs analyses to assess the effectiveness of foundation programs and initiatives. Develops recommendations based on evaluations.

POSITION 22510 Top Evaluation Position

Formerly 12010 Top Evaluation Position

Top evaluation position with full accountability for the evaluation function at the foundation. Oversees evaluation planning and incorporation of evaluation results to assess the effectiveness of the organization's programs and initiatives. Oversees the development of the foundation's metrics and framework for evaluation. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 22517 Evaluation Officer

Formerly 12017 Evaluation Officer

Responsible for managing and performing regular and custom analyses and developing reports for senior management that assess the effectiveness of the foundation's programs and initiatives. Develops recommendations to enhance the quality of programs. Executes and contributes to the development of program evaluation plans. Typically has 5 or more years of related experience.

POSITION 22526 Evaluation Associate

Formerly 12026 Evaluation Associate

Provides analytical support in evaluating the effectiveness of the foundation's program initiatives and outcomes. Participates in extracting, synthesizing and evaluating results and summarizing grantmaking learnings. Typically has 3 or more years of related professional experience.

RESEARCH

The research function conceives of, plans and conducts research to inform the foundation's grantmaking strategies.

POSITION 25010 Top Research Position

Top research position with full accountability for the research function at the foundation. Oversees the foundation's research and/or oversees foundation-funded research projects. Identifies areas to be investigated to drive and inform the foundation's grantmaking strategies. Oversees the planning and implementation of research projects. Develops solutions to complex research challenges. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 25016 Research Officer / Manager

Responsible for developing, recommending and administering research projects to determine appropriate funding within the foundation's grant making strategies. Plans, develops and conducts research in assigned areas. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 25026 Research Associate

Participates in conducting regular and custom quantitative and qualitative research projects. Participates in conducting, analyzing and writing research analyses and reports based on primary data sources. Typically has 3 or more years of related professional experience.

POSITION 25028 Research Assistant

Responsible for providing support to the research function and its operations. Provides clerical and administrative support to research staff. Compiles and summarizes data. Assists with report preparation. Typically has 1 or more years of related experience.

LIBRARY

The library function develops, organizes, maintains and enhances the organization's content and digital asset archives.

POSITION 25525 Librarian

Formerly 27525 Librarian

Maintains in-house library and/or library of digital assets. Maintains and ensures integrity of file management and retrieval systems. May assist staff in conducting research and surveys. Serves as focal point for library research and administration. Answers reference and research queries. Aids with search and document requests. Typically has 3 to 5 years of related experience.

KNOWLEDGE MANAGEMENT / LEARNING

The knowledge management / learning function assesses, develops and implements organization, department and individual training plans and programs to engage and develop the foundation's human resources.

POSITION 26010 Chief Learning Officer

Formerly 40 Chief Learning Officer

Top knowledge management / learning position with full accountability for the knowledge management / learning function at the foundation. Responsible for overseeing the development and implementation of strategic learning and knowledge sharing, internally and externally. Applies a wide range of analyses and evaluation approaches to better understand how to invest resources in program areas. Collaborates with leadership to ensure a foundation-wide learning strategy. Oversees development of programs that advance a culture of learning, emphasizing interdisciplinary dialogue, creativity and risk-taking. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 26014 Director, Knowledge Management / Learning

Formerly 60014 Director, Knowledge Management / Learning

Responsible for directing the development of learning programs for the foundation, including the assessment of skills, and knowledge and development needs of the employee population. Directs the assessment and development of organization, department and individual training plans and programs. Participates in developing a foundation-wide learning strategy. Develops tools to measure learning effectiveness. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 26016 Manager, Knowledge Management / Learning

Formerly 60016 Manager, Knowledge Management / Learning

Responsible for managing learning programs, including skill and knowledge development. Develops organization, department and individual training plans and programs to engage and develop the foundation's human resources. May participate in the development of learning strategies. Assesses learning effectiveness and revises programs to ensure programs meet foundation's goals. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 26025 Knowledge Management / Learning Specialist

Formerly 60025 Knowledge Management / Learning Specialist

Provides operational and program support in the day-to-day assessment of skills, knowledge and development needs of the organization. Implements organization, department and individual training plans and programs to engage and develop of the foundation's human resources. Performs activities in the assessment and revision of programs to ensure effectiveness. Typically has 3 to 5 years of related experience.

COMMUNICATIONS

The communications function develops and communicates the foundation's desired image and messaging to stakeholders including the press, grantees, the public and staff.

POSITION 27010 Top Communications Position

Formerly 13010 Top Communications Position

Top communications position with full accountability for the communications function at the foundation. Oversees the foundation's internal and external communications strategies. Functions as steward of foundation's brand and mission. Drives external reach. Increases visibility of the foundation's work and mission to stakeholders, including the press, grantees, and the general public using a combination of established, innovative and non-traditional methods. Orchestrates integrated communications projects and campaigns. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 27014 Communications Director

Formerly 13014 Communications Director

Responsible for directing multiple communications functions to external and internal audiences. Directs the design and production of communications materials that present the desired image of the foundation and/or its grantees. Directs the development and execution of traditional and digital communication programs and plans. Responsible for the foundation's digital messaging on multiple channels and may be responsible for overseeing development of multimedia content. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 27015 Senior Communications Officer

Formerly 13015 Senior Communications Officer

Builds public perception through traditional and social media. Responsible for executing communications plans including developing and publishing content, enhancing public / press relations, producing annual reports, enhancing social media presence and online presence, executing advertising / marketing plans and managing creative editorial and design services. Advises management on development of communications policies and programs. Typically has 7 or more years of related experience.

POSITION 27017 Communications Officer

Formerly 13017 Communications Officer

Responsible for implementing communications activities including developing and publishing content, enhancing public / press relations, producing annual reports, enhancing social media presence and online presence, executing advertising / marketing plans and managing creative editorial and design services. May advise management on development of communications policies and programs. Typically has 5 or more years of related experience.

POSITION 27025 Writer / Editor

New

Develops and edits written content to support the mission and operations of the organization. Writes in a range of formats, including long-form research (e.g., white papers), public relations pieces, e-newsletters, promotional pieces, scripts, speeches, press releases, briefings and presentations. Edits content for distribution across variety of platforms. Edits and proofreads content. Uses a variety of presentation and publishing software's to create content. Typically has 3 to 5 years of related experience.

POSITION 27026 Communications Associate

Formerly 13026 Communications Associate

Contributes to the development of the foundation's communications in both digital and traditional formats. Researches and develops written content for publication. Prepares and distributes content through written communication, oral presentation and personal contact with traditional media, social media and other external constituencies. Typically has 3 or more years of related professional experience.

POSITION 27028 Communications Assistant

Formerly 13028 Communications Assistant

Responsible for providing support to the communications function and its operations. Provides clerical and administrative support to communications staff. Assists with the development and production of internal and external digital and traditional newsletters, mailings, brochures and communications pieces. Assists with social networking activities and tracking. Typically has 1 or more years of related experience.

MULTIMEDIA PRODUCTION

The multimedia production function develops long and short form multimedia content for distribution across multiple digital distribution channels. Creates multimedia to meet messaging objectives. Produces and optimizes content for different channels.

POSITION 27524 Multimedia Producer

New

Plans and develops long and short form multimedia content for distribution across multiple channels including organization's website, social media platforms and e-newsletters. Collaborates with stakeholders to meet organization's messaging objectives through multimedia. Creates and edits written and video content and manages the production process. May manage vendors and third party content creators. Optimizes content for different channels. Responsible for ensuring the quality and consistency of content across platforms. Typically has 5 or more years of related experience.

WEBSITE

The website function maintains and enhances the organization's website, including developing the design and technical functionality, managing content and ensuring secure and uninterrupted operation.

POSITION 28016 Website Manager

Formerly 90016 Website Manager

Responsible for managing the user interface ("UI") and user experience ("UX") design, maintenance and technical performance of the foundation's website. Manages site structure and security and processes for uploading and testing content. Gathers and incorporates user feedback. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 28025 Website Editor

Formerly 90025 Website Editor

Develops, edits and publishes digital content that informs, educates and engages site visitors. Curates and edits content for publishing on organization's site. Works with web designers to ensure content displays as intended. Secures agreements for publishing curated content. Typically has 3 to 5 years of related experience.

DIGITAL MEDIA

The digital media function directs and implements digital media strategies and initiatives involving the development, distribution and analyses of content on digital platforms. Develops and expands the digital and social media presence of the organization.

POSITION 28514 Director, Digital Media

New

Responsible for developing and directing the organization's digital media strategy and operations. Develops the organization's digital media footprint to maximize visibility, reach and understanding of organization's objectives. Collaborates with Communications Director and other stakeholders to ensure that digital presence reflects strategic objectives. Directs paid and non-paid social and search placement and performance. Manages digital media management and professional staff. Directs the evaluation of analytics to optimize digital media presence. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 28516 Manager, Digital Media

New

Responsible for managing the organization's digital media presence and social media initiatives. Develops and implements plans to build organization's digital presence. Creates media campaigns that support strategy. Evaluates and monitors digital media exposure using analytical tools. May participate in developing strategic objectives. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 28525 Digital Media Specialist

New

Executes day to day activities that support digital media objectives. Evaluates and reports on social media programs, monitoring paid and unpaid programs. Maintains social media calendar. Cultivates stories and user experiences and evaluates content for publishing. Conducts key word and other research to guide and inform content development. Uses analytical tools to evaluate effectiveness of digital media programs. Typically has 3 to 5 years of related experience.

POSITION 28526 Digital Media Associate

Formerly 32526 Social Media Associate

Carries out assigned digital media activities including social media posting and monitoring. Gathers and posts assets including video, photos and written content. Follows protocols for updating and posting content. Monitors blogs and public comment areas. Implements social media calendar. Ensures integrity of posted content. Typically has 3 or more years of related professional experience.

CONVENING / EVENT PLANNING

The convening / event planning function plans, develops and organizes public, private and/or online meetings, events, conferences, seminars or convenings that promote the foundation's mission and engage audiences.

POSITION 30014 Director, Convening / Event Planning

Formerly 30014 Director, Event Planning

Responsible for developing and directing the planning and execution of public and private meetings, events, conferences, seminars and convenings that promote the foundation's mission. Events include in person and online meetings. Develops event strategy. Conceives of and directs events and conferences that enhance the foundation's influence. Responsible for the budget, facilities, program, logistics, vendors and on-site project management of events / conferences. Evaluates event performance. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 30016 Manager, Convening / Event Planning

Formerly 30016 Manager, Event Planning

Responsible for planning public and private, in person and online meetings, events, conferences, seminars and convenings that promote the foundation's mission. Manages development and execution of events / conferences that enhance the foundation's impact. Responsible for budget, facilities, program, logistics, vendor negotiation and on-site project management of events. Conducts event analysis and debrief. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 30024 Senior Meeting Planner

Responsible for setting up and implementing logistics for public and private meetings, events, conferences, seminars and convenings. Events include in person and online meetings. Typically responsible for large or high profile events. Works independently or as part of a team to produce desired event experiences in accordance with guidelines. Provides on-site logistical support and troubleshooting during meetings. Negotiates contracts with vendors. Provides post-event reports. Typically has 5 or more years of related experience.

POSITION 30025 Meeting Planner

Responsible for carrying out logistics of public and private meetings, events, conferences, seminars and convenings of the foundation. Events include in person and online meetings. Typically works as part of a team. Provides on-site meeting support and logistics troubleshooting. Typically has 3 to 5 years of related experience.

AUDIO / VISUAL ENGINEERING

The audio / visual engineering function sets up and operates audio and video equipment at events, conferences, seminars and meetings. Maintains, upgrades and troubleshoots technology and equipment.

POSITION 35025 Audio / Visual Engineer

New

Provides audio / visual technical services before and during convenings and events. Gathers information to prepare technical requirements. Communicates with staff, vendors, guests and other stakeholders to understand technical needs and ensure quality delivery of content through audio / video system. Troubleshoots live events. Maintains and assesses equipment and ensures capacity. Upgrades and maintains equipment. Stays current with audio / video technology advances and impact on operations. Typically has 3 to 5 years of related experience.

INVESTMENT MANAGEMENT

The investment management function develops, implements and monitors investment policy and asset allocation decisions to meet the investment goals of the foundation. Monitors and evaluates economic markets and portfolio performance.

POSITION 40010 Top Investment Position

Top investment position with full accountability for the investment function at the foundation. Responsible for oversight of asset investment and portfolio management and performance. Develops investment policy and recommends asset allocation. Works closely with Board of Directors Investment Committee to develop, implement and monitor the foundation's investment strategies. Selects and monitors the performance of third party investment managers. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 40014 Investment Director

Responsible for directing the management of all or a major portion of the investment portfolio. Evaluates portfolio performance and performance of investment management services. Directs analyses to meet investment goals. Ensures that investments meet organization's investment and other guidelines. May work directly with Board of Directors Investment Committee. Manages professional staff and third party investment management. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 40017 Investment Officer

Formerly 40016 Investment Officer

Responsible for managing and monitoring investments to achieve performance outcomes set by the Board of Directors Investment Committee. Performs analyses to inform investment decisions. Monitors economic and market news and information to inform the successful management of the foundation's portfolios. Typically has 5 or more years of related experience.

POSITION 40024 Senior Investment Analyst

Analyzes financial performance of investments. Analyses industry, regulatory and economic information, financial periodicals and news to support investment decisions. Creates regular and special analyses regarding economic and investment activity. Analyzes data concerning price, yield, stability and investment trends. Serves as a portfolio generalist, analyzing emerging markets, hedge funds and other types of investments. Typically has 5 or more years of related experience.

POSITION 40025 Investment Analyst

Analyzes financial performance of investments. Analyses industry, regulatory and economic information, financial periodicals and news to support investment decisions. Creates regular and special analyses regarding economic and investment activity. Analyzes data on data concerning price, yield, stability and future trends of investments. Typically has 3 to 5 years of related experience.

INVESTMENT ACCOUNTING

The investment accounting function provides financial accounting and reporting for the foundation's investment portfolio. Activities include tracking investments, ensuring accuracy and compliance of investment activities and may include tax reporting for the foundation's investment portfolio.

POSITION 45014 Investment Accounting Director

New

Responsible for directing the investment accounting function for the foundation's complex, high volume investment portfolio. Directs the development of regular and special reports and the development of systems to track, analyze and ensure compliance of investment accounting and reporting. May select and manage investment accounting vendors. Manages investment accounting staff. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 45024 Senior Investment Accountant

Responsible for investment accounting and reporting for the foundation's complex high-volume investment portfolio. Tracks investments, analyses and compliance for investment transactions and other investment activities. May be responsible for tax reporting in multiple states and jurisdictions. This position typically is found in foundations with a significant number of investments in multiple jurisdictions that require sophisticated tracking of a high volume of transactions. Typically has 5 or more years of related experience.

POSITION 45025 Investment Accountant

Responsible for investment accounting and reporting for the foundation's investment portfolio. Tracks investments and reports on the accuracy and compliance of investment transactions and other investment activities. May be responsible for tax reporting for the foundation's investment portfolio. This position typically is found in foundations with a significant number of investments and jurisdictions that require tracking of multiple transactions. Typically has 3 to 5 years of related experience.

SOCIAL INVESTMENTS

The social investment function identifies, structures and implements program-related investments (PRIs) with nonprofit organizations that advance the foundation's mission.

POSITION 46014 Director, Social Investments

Formerly 15014 Director, Social Investments

Responsible for developing and directing the foundation's use of non-traditional forms of capital in furthering its mission. Leads the structuring of program-related investments (PRI's) with nonprofit organizations that support and advance the foundation's mission. Partners with program management to identify prospective investment opportunities, develop and enhance relationship with PRI recipients and create new business opportunities using nonprofit capital investment tools. Typically has a minimum of 10 years experience with 5 or more years of management experience.

OFFICE OF THE CEO

The office of the CEO function drives and implements the CEO's goals, initiatives, and long-range plans through project management, information sharing, influencing, relationship stewardship and other support.

POSITION 49010 Chief of Staff

Formerly 30 Chief of Staff

Serves as a primary advisor and senior-level counsel to the CEO on Board of Directors, leadership, staff, stakeholders, advancing program and other strategic initiatives. Directs operations across the foundation and ensures timely flow of information to and from the executive office. Manages projects that have the greatest impact on CEO's agenda. Manages strategic initiatives. May direct organization-wide initiatives such as quality improvement, organizational learning or evaluation. Is a proven leader in driving the strategy and operations of a foundation.

POSITION 49024.1 Special Assistant to CEO

New

Facilitates communication and project management with internal and external staff and stakeholders to support and leverage the influence and effectiveness of the CEO. Manages projects on behalf of the CEO. Represents CEO in meetings, takes notes and tracks action items. Anticipates CEO's needs. Serves as point of contact for CEO and may lead special projects. Typically has 5 or more years of related experience.

POSITION 49024.2 Board Liaison

New

Serves as liaison to CEO, senior staff and Board of Directors. Develops agenda in consultation with Board and CEO. Calendars meetings and ensures proper notification to participants. Gathers and publishes committee reports and meeting materials. Provides meeting and logistics support. Manages communication and reporting of confidential agenda items. Takes minutes and communicates and tracks action items. Ensures that Board minutes comply with requirements of foundation charter, protocol and regulatory requirements. Typically has 5 or more years of related experience.

FINANCE / ACCOUNTING

The finance and accounting function oversees and executes financial and accounting operations of the organization including financial analysis, reporting, accounting, tax and regulatory compliance. Ensures compliance with generally accepted accounting principles. May include investment management or administrative oversight.

POSITION 50010.1 Chief Financial Officer, with Administration

If incumbent is responsible for investment management, match to Position 50010.2, CFO with Investment Management. If incumbent is responsible for finance / accounting only, match to Position 50010.3, CFO, Finance and Accounting only. Oversees financial planning and reporting, accounting and regulatory compliance. Oversees administrative functions of the foundation. May be accountable for the investment transactions of the foundation. Contributes to strategic planning and foundation policy development. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 50010.2 Chief Financial Officer, with Investment Management

If incumbent is responsible for administration, match to Position 50010.1, CFO with Administration. If incumbent is responsible for finance / accounting only, match to Position 50010.3, CFO, Finance and Accounting only. Oversees financial planning and reporting, accounting and regulatory compliance, including accounting for the investment transactions of the foundation. Develops investment policies and asset allocation strategies in collaboration with Board of Directors Investment Committee. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 50010.3 Chief Financial Officer, Finance and Accounting Only

If incumbent is responsible for investment management, match to Position 50010.2, CFO with Investment Management. If incumbent is responsible for administration, match to Position 50010.1, CFO with Administration. Oversees financial planning and reporting, accounting and regulatory compliance, including accounting for the investment transactions of the foundation. (This position is not responsible for developing the asset allocation strategy or for recommending investments and managing fund managers.) Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 50014 Director, Finance

Formerly 51014 Director, Finance

Responsible for directing the management, reporting and record keeping of the financial activity of the organization. Directs the preparation and ensures the accuracy of budgets and financial reports. Directs the analysis and evaluation of financial projects, operations, and ventures. Supervises finance staff. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 50015 Controller

Formerly 50014 Controller

Responsible for managing the foundation's finance and accounting functions. Directs the preparation of accounting and financial statements and analyses. Responsible for generation of the monthly, quarterly and annual statements. Ensures accounting function follows best practices and generally accepted accounting principles. Establishes systems to ensure the analysis and monitoring of financial activity. Interprets data and presents findings and recommendations. Supervises accounting staff and managers. Directs and ensures the compliance of the organization's financial and accounting functions, including contributions and reporting to meet regulatory requirements. Typically has 7 or more years of related experience.

POSITION 50016 Accounting Manager

Responsible for day to day management of the accounting function, including the organization's accounts payables and receivables, and ensuring the integrity of the general ledger and related entries. Prepares financial statements. Supervises accounting staff. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 50024 Senior Accountant

Responsible for complex accounting activities related to the maintenance of the general ledger and generation of financial statements and management reports. Conducts complex analyses and account reconciliations, prepares financial and related reports and recommends systems for improved financial controls. Typically has 5 or more years of related experience.

POSITION 50025 Accountant

Responsible for performing moderately complex accounting activities relating to the maintenance of the general ledger and generation of financial statements and reports. Conducts analysis and account reconciliation. Prepares financial and related reports. Typically has 3 to 5 years of related experience.

POSITION 50028 Accounting Assistant

Responsible for providing support to the accounting function and its operations. Performs accounts payable and accounts receivable activities, including verification of documents and data, account coding, data entry and reconciliations. Processes payments and travel expenses. Prepares checks, 1099's and wire transfers. Handles petty cash. Typically has 1 or more years of related experience.

FINANCIAL ANALYSIS

The financial analysis function conducts forecasting, planning and budgeting. Reports on variances and updates forecasts and models. Supports planning and decision making with financial modeling.

POSITION 51024 Senior Financial Analyst

Responsible for complex financial forecasting, planning and budgeting. Conducts and develops regular and special financial analyses and creates financial models and reports to inform decisions about programs and operations. Typically has 5 or more years of related experience.

POSITION 51025 Financial Analyst

Conducts routine financial forecasting, planning and budgeting. Conducts regular financial analyses. Creates and updates financial models and reports to inform decisions about programs and operations. Typically has 3 to 5 years of related experience.

TAX

The tax function manages tax strategy, completes tax filings and ensures the organization remains in compliance with I.R.S. regulations.

POSITION 52016 Tax Manager

Responsible for researching and recommending tax strategy for the foundation. Completes tax filings and ensures that the organization remains in compliance with I.R.S. regulations. Ensures that public investment assets and derivatives are accounted for in accordance with generally accepted accounting principles. Manages research to stay informed about current changes in I.R.S. code and impact on the organization. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 52024 Tax Officer

New

Makes recommendations on tax positions to maximize tax strategy. Completes federal, state and local tax filings. Ensures that public investment assets and derivatives are accounted for in accordance with generally accepted accounting principles. Researches and stays informed about current changes in I.R.S. code and impact on the organization. Typically has 5 or more years of related experience.

PAYROLL

The payroll function performs payroll and related functions, ensuring the disbursement of payroll, payroll taxes and employee benefit payments in compliance with laws and regulations. Prepares payroll and related reports.

POSITION 53016 Payroll Manager

Responsible for managing the payroll function and ensuring compliance with laws, regulations and guidelines and reporting. Manages payroll vendor. Develops procedures to ensure the preparation, documentation and disbursement of payroll, payroll taxes and employee benefit payments, including regular and one time payments. Ensures accurate accounting distribution. Maintains knowledge of current I.R.S. regulations. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 53027 Payroll Specialist

Responsible for preparing bi-monthly payroll and related journal entries. Compiles and submits payroll deductions payments. Coordinates with payroll vendor. Maintains knowledge of current I.R.S. regulations. Typically has 2 or more years of related experience.

LEGAL

The legal function protects the ordinary and special interests and activities of the foundation. Ensures regulatory compliance and best practices. Drafts and reviews agreements and contracts.

POSITION 55010 Top Legal Position

Top legal position with full accountability for the legal function at the foundation. Responsible for providing counsel to senior management and the Board of Directors on legal issues raised in the conduct of program activities and business operations. Oversees the direction and resolution of legal matters in the areas of corporate governance, I.R.S. compliance, grantmaking activity, contract performance and employment. Develops and recommends legal strategy and positions. Directs outside counsel regarding litigation and administrative proceedings and arbitrations. Ensures that policies and procedures comply with regulatory requirements. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 55014 Associate General Counsel

Responsible for working with General Counsel to provide a range of legal services to the foundation. Conducts legal research and advises staff on the legal guidelines and precedents that apply to program activities and business operations. Develops legal templates, policies, processes and trainings. Reviews grant agreements and reports, consultant agreements, and other contracts. Counsels staff on legal guidelines and requirements to inform decisions and best practices of the foundation. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 55016 Staff Counsel / Attorney

Responsible for providing legal counsel on the ordinary and special issues of the foundation. May provide counsel on contracts, consultant agreements, program activities and business operations. Maintains and updates general policies and procedures for compliance and best practices. May assist in the review of grants. Coordinates with in-house and outside legal counsel as required. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 55025 Paralegal

Provides paralegal support to legal team. Drafts and edits correspondence, contracts, letters of agreement and other documents. Provides paralegal support at meetings, negotiations and other legal proceedings. Performs simple legal research to assist the legal team to prepare accurate and timely reports, legal advice, case files and other legal documents. Organizes and maintains legal files and materials. Typically has 3 to 5 years of related experience.

HUMAN RESOURCES

The human resources function develops and implements programs to attract and retain employees and develop the professional growth and productivity of employees. Ensures that the organization incorporates best practices and operates in compliance with regulatory entities.

POSITION 57510 Top Human Resources Position

Top human resources position with full accountability for the human resources function at the foundation. Responsible for overseeing the development and implementation of strategic approaches for all human resources functions including recruitment, training, benefits, compensation, employee relations, organizational development and HRIS in accordance with laws, regulations and best practices. Serves as a member of the foundation's strategic leadership team and advisor to the CEO. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 57514 Director, Human Resources

Responsible for directing the development and implementation of foundation-wide programs for multiple human resources functions including recruitment, training, benefits, compensation, employee relations, organizational development and HRIS. Serves as advisor to senior leadership on human resources issues. Knowledgeable about current regulatory guidelines, human resources best practices and compliance issues. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 57516 Human Resources Manager

Responsible for the day-to-day management of assigned human resources programs and processes. Administers one or more of the following functional areas: recruitment, training, benefits, compensation, employee relations and organizational development or HRIS. Supervises staff and advises managers and staff on policies. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 57524 Senior Human Resources Specialist

Responsible for administering the regular and special activities that comprise a specific human resources area(s) such as recruitment, training, benefits, compensation, employee relations and organizational development or HRIS. Researches and advises management in area of specialization. Typically has 5 or more years of related experience.

POSITION 57525 Human Resources Specialist

Supports the day-to-day administration of one or more specific human resources areas such as recruitment, training, benefits, compensation, employee relations and organizational development or HRIS. Serves as point of contact for human resources function. Prepares project schedules for human resources programs. Provides support to human resources training and technology initiatives. Typically has 3 to 5 years of related experience.

ADMINISTRATION

The administration function plans for and ensures that staff, equipment, supplies and other resources are managed and allocated effectively.

POSITION 70010 Top Administration Position

Top administrative position with full accountability for the administration function at the foundation. Administrative functions in area of accountability may include human resources, facilities and operations. Implements policies and procedures and ensures efficient level of quality to support the foundation's operations. Supervises administrative professional and support staff. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 70014 Director, Office Services

Responsible for directing the foundation's general administrative activities to ensure that equipment, supplies and other resources are available and managed effectively and economically. Develops office administration policies, programs and activities. Selects and manages vendors. Supervises administrative staff. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 70025 Office Manager

Manages the foundation's day-to-day office operations to ensure that the organization's administrative needs are met. Activities may include copy services, office supplies, equipment, mail and messenger services, records management, custodial services and reception. Manages vendors. Typically has 3 to 5 years of related experience.

POSITION 70027.1 Executive Assistant to Chief Executive Officer

Responsible for providing high-level administrative support to the CEO, incorporating comprehensive knowledge of the foundation's operations, policies and procedures. Exercises judgment in handling sensitive issues and maintaining confidentiality. Manages executive's schedule and provides presentation, meeting and travel support. Tracks travel and business-related expenses. Typically has 5 or more years of related administrative experience.

POSITION 70027.2 Executive Assistant to Senior Executive Position

Responsible for providing day-to-day administrative support to senior management incorporating knowledge of foundation operations, policies and procedures. Manages executive's schedule and provides presentation, meeting and travel support. Tracks travel and business-related expenses. Typically has 5 or more years of related administrative experience.

POSITION 70027.3 Administrative Assistant

Responsible for performing a broad range of administrative duties, including calendaring, responding to inquiries, preparing correspondence and mail and making travel arrangements. Provides administrative and clerical support to non-program functions of the foundation. Typically has 2 or more years of related experience.

POSITION 70028 Office Assistant

Responsible for providing support to the administrative function and its operations. Provides clerical and administrative support to office staff. Sorts and distributes mail, responds to inquires and prepares correspondence. Typically has 1 or more years of related experience.

FACILITIES

The facilities function plans, maintains and improves the physical facility and grounds including buildings, utilities, equipment, machinery and other physical infrastructure. Accountable for the safety and security of structures and premises. Plans and manages renovations and facility improvements. Assists with arranging facilities for meetings, events and convenings.

POSITION 75014 Director, Facilities

Responsible for directing activities to ensure the comfort and safety of foundation staff, visitors and event participants. Directs facilities functions, training and compliance including security, safety, maintenance and renovations. Ensures compliance with OSHA and other regulatory agencies. Directs the operations and maintenance of equipment including HVAC, security and other systems. Directs and plans office upgrades and event configurations and may be responsible for landscaping and grounds maintenance. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 75028 Receptionist

Responsible for receiving visitors to the foundation. Responds to incoming calls and emails and directs them to appropriate personnel. Provides clerical and administrative support to other departments as required. Greets visitors to the foundation office. Responds to facilities questions. Typically has 1 or more years of related experience.

INFORMATION TECHNOLOGY

The information technology function manages, maintains and upgrades the technology infrastructure of the organization. Ensures the security and integrity of organization's information systems, storage and connectivity.

POSITION 80010 Top Information Technology Position

Top information technology position with full accountability for the information technology function at the foundation. Responsible for the strategic use of technology to further the foundation's mission. Determines long-term foundation-wide information technology needs and develops strategy for technology improvements, systems development and hardware acquisition. Sets policies and procedures, technical standards, methods and priorities. Identifies changes and trends in computer and systems technology. Ensures the integrity of foundation-wide data, proprietary information, and related intellectual property through information security and access management. Supervises management and professional staff. Is a proven leader in setting direction for, and achieving objectives of, a strategically important function.

POSITION 80014 Information Technology Director

Responsible for directing and developing the technology operations and infrastructure of the foundation. Directs planning and implementation of systems upgrades. Develops and directs secure processes to ensure the integrity of data, information and intellectual property through information security and access management best practices. Identifies training needs and develops training plans. Manages technology management and professional staff. Typically has a minimum of 10 years experience with 5 or more years of management experience.

POSITION 80016 Information Technology Manager

Responsible for managing technology infrastructure and resources. Plans and implements information systems upgrades. Ensures that information systems are managed securely and meet security best practices. Ensures that staff is trained in information technology programs and applications. May supervise IT professional and support staff. Typically has 7 or more years of experience with 3 or more years of management experience.

POSITION 80025 Network Engineer

Responsible for activities related to network operations including configuration, installation, administration and connection. Monitors and troubleshoots mission-critical systems to ensure technical integrity, stability and site reliability. Provides end-user support and overall maintenance of the foundation's hardware and software. Typically has 3 to 5 years of related experience.

POSITION 80027 Technical Support Specialist

Formerly 82027 Technical Support Specialist

Responsible for providing technical support to internal computer users. Performs routine and special maintenance. Trouble shoots first and second tier user problems. Resolves help desk requests including software, connectivity and security issues. Trains staff on software and hardware. Monitors and maintains computer supplies. Orders equipment and tracks inventory. Typically has 2 or more years of related experience.

POSITION 80028 Technical Support Assistant

New

Responsible for providing support to the information technology function and its operations. Performs technical support activities for internal computer users. Troubleshoots work station problems including software, connectivity and security problems. Configures workstations and installs and upgrades software. Monitors and maintains software licenses and computer supplies. Typically has 1 or more years of related experience.

SYSTEMS ADMINISTRATION

The systems administration function configures, installs, upgrades, maintains and troubleshoots hardware and software infrastructure to ensure the reliability and performance of the organization's technology systems.

POSITION 82025 Systems Administrator

Responsible for activities related to systems administration. Installs, maintains and configures computer software. Installs, monitors and upgrades operating systems to enhance the reliability and performance of the foundation's technology infrastructure. Typically has 3 to 5 years of related experience.

INFORMATION TECHNOLOGY PROJECT MANAGEMENT

The information technology project management function plans, manages and tracks information technology initiatives to ensure that projects meet objectives.

POSITION 84025 Information Technology Project Manager

Responsible for working with information technology function to define and implement technology infrastructure systems and upgrades. Works with technology teams in the execution of technology initiatives within departments and foundation-wide. Responsible for facilitating the scoping, planning, implementation, quality assurance testing and training for the foundation's internal technology initiatives. Ensures that long-term technology needs are incorporated in planning process. Typically has 3 to 5 years of related experience.

CRM ADMINISTRATOR

The CRM administrator function ensures the integrity and accessibility of the organization's contact database. Configures CRM and its reports to meet the information needs of users. Trains and provides technical support to users. Troubleshoots technical problems.

POSITION 90525 CRM Administrator

New

Maintains and enhances the organization's CRM system. Understands user needs and configures system's modules to enable users to access and update constituent information and history. Sets up reporting formats and runs regular and special reports. Responsible for ensuring integrity and security of CRM data. May contract with and manage CRM vendors. Monitors data quality, data migrations and data integrations. Trains end users and provides technical support to end users. Diagnoses and resolves technical problems with CRM System. Typically has at least five years CRM system experience. Typically has 3 to 5 years of related experience.