



SENIOR PROGRAM OFFICER

About the foundation

The Bezos Family Foundation supports rigorous, inspired learning environments for young people, from birth through high school. Our vision is that all young people are prepared to achieve their full potential and make a meaningful contribution to society. Through investments in research, public awareness and programs, the foundation works to transform the student experience and improve life outcomes for all children. Our focus is national and includes investments and programs and initiatives operated by the foundation – in [early learning](#), [strengthening the K-12 public education system](#) and [supporting young leaders](#).

About the position

The Senior Program Officer works closely with the Managing Directors, President, and Vice President to shape and oversee a growing portfolio of investments in organizations that advance the foundation's ambitious mission of improving education and life outcomes for children birth through high school. The role is integral to advancing overall funding priorities and does so by ensuring day-to-day functioning of the grantmaking team and through ownership of a substantial portfolio of partnerships and investments.

Key Responsibilities:

- Contribute to the development and articulation of the foundation's immediate and long term investment priorities and success metrics
- Provide leadership for the grant making team tasked with portfolio development, internal communications, and grant administration
- Build and maintain relationships with prospective partners, funders, and allies in order to identify and sustain new opportunities
- Conceptualize and recommend potential investments, including conducting preliminary research and analysis and delivering compelling written and oral recommendations; ensure team and leadership are updated on progress through briefing documents and ongoing communication.
- Ensure cross-team and cross-program collaboration by serving as a link to the foundation's communications team and in-house programs
- Represent the Foundation externally at conferences and speaking engagements.

Required Experience and Education:

- Ten or more years of experience in grantmaking or advanced grants management practices
- BA degree; Advanced degree preferred (i.e. MA, MBA, MPA, M Ed)
- Has deep knowledge of best and emerging practices in philanthropy; domain expertise in early childhood and/or K-12 education desired
- Strong and supportive manager with demonstrated ability to lead and grow teams
- Demonstrates ability to build trust and strong relationships with partner organizations to achieve common goals

Characteristics:



- Passion for the foundation's mission and commitment to advancing equity and opportunity for children and young people, regardless of life circumstance
- Superior initiative and problem-solving ability; able to quickly identify emerging issues and refine strategy or work with others to refine strategy to meet new needs or challenges
- Excellent verbal and written communication skills; speaks with authority and conviction; has strong presentation skills
- Is inquisitive and can get up to speed quickly on new topics or issues
- Possesses strong judgment and discretion; asks the right questions in uncertain situations
- Values and seeks diversity of experience and perspectives to improve outcomes
- Ability to generate and work with budgets and measurement frameworks
- Demonstrates unwavering integrity, ethics, and sound judgment; comfortable with an open and transparent work environment
- Ability to maintain the highest levels of confidentiality

Location: Seattle, Washington

Travel: Within the United States up to 20%

Reports to: Managing Director, Programs and Strategy, Early Childhood and Elementary

Please send resume and cover letter to careers@bezosfamilyfoundation.org

As part of our standard hiring process for new employees, employment will be contingent upon successful completion of a comprehensive background check.

Bezos Family Foundation is an equal opportunity employer and supports workplace diversity