

Program Officer, Environmental Education Job Announcement

Inspired by a vision of people and nature thriving together, the Pisces Foundation is dedicated to improving the environment for present and future generations. After hiring its first full-time staff in the fall of 2012, the foundation embarked upon a strategic planning process which has defined its vision, mission, and principles, as well as specific goals and outcomes for three areas of focus: environmental education, climate & energy, and water. To implement its new strategy, the foundation seeks a Program Officer to lead its environmental education work. This position reports to the Executive Director and will play an important role in a dynamic, growing philanthropy.

Essential Duties

1. Oversee, implement, and regularly evaluate the foundation's strategy in environmental education:
 - Working from a developed strategic plan, complete an implementation plan for the foundation's environmental education strategy and, thereafter, regularly assess the strategy and recommend updates, as appropriate.
 - Oversee grantmaking including grants planning, research and development, program related research, and due diligence, providing clear, concise, and insightful written analyses of grant proposals and reports, and organize a grant docket for board review and approval.
 - Effectively manage consultants as needed.
 - Implement systems for monitoring grants and measuring the effectiveness of the overall strategy, which will include site visits.
 - Work with Executive Director on non-grantmaking aspects of the strategy, which could include work with for-profit entities, convenings, or direct communications.

2. Represent the foundation to external entities:
 - Build strategic relationships with other foundations, organizations, and consultants, presenting foundation views or providing technical expertise, and promoting collaboration and coordination between entities.
 - Manage relationships with partner and grantee organizations and the implementation of program concepts with responsiveness and approachability.
 - Provide clear communications and guidance to grantees, applicants, and other interested parties.
 - Contribute to the foundation's presence in relevant funder, NGO, academic, and for-profit networks.

3. Internal communications, learning, and joint work:
 - Work with colleagues to contribute to a culture of learning within the foundation, including developing ongoing learning agendas for staff and trustees and preparing presentations and written and oral analyses.
 - Work with colleagues in the climate & energy and water programs on projects of significance to the foundation's overall strategy and goals, promoting a collaborative approach.
4. Maintain currency and fluency in key issues in the education field, especially on environmental education, and in philanthropy best practices:
 - Maintain and share knowledge with the foundation related to current events, state and federal education policy, environmental education research, trends, directions, and relevant political landscapes.
 - Advise the Executive Director, trustees, and other staff on emerging trends, concepts, and technical and practical issues in environmental education.
 - Attend or plan training and networking events with grantees and funding partners.
5. Operations: assist the Executive Director with select internal operational tasks related to start-up, as needed.
 - Lead occasional foundation-wide projects that advance the foundation's organizational goals.

The ideal candidate will have:

- Strong knowledge of environmental education policy, research, and practice, including both formal and informal educational settings;
- Advanced degree preferred and at least 7 years' experience in nonprofits, foundations, educational institutions, business, or equivalent relevant experience;
- Experience in the development and execution of strategy to achieve social goals, ideally in a philanthropic context
- An understanding of the complex interactions among philanthropy, the private or nonprofit sector, and government;
- A depth and range of contacts across environmental or education organizations, government entities, foundations, and other relevant actors, which provide perspectives and breadth to our work;
- Ability to forge new relationships and represent the foundation in a professional, courteous, and tactful manner;
- Excellent interpersonal, verbal, and written communication skills and the ability to collaborate effectively in complex environments;

- Excellent analytical and problem-solving skills. Strategic and creative thinker who can forge new ground;
- Self-starter, highly-motivated, resourceful, and able to manage multiple projects simultaneously;
- Strong organizational skills with an excellent attention to detail and commitment to high quality work;
- Ability to determine a grantee’s eligibility and capacity to successfully accomplish grant objectives;
- The ability and desire to help create a world-class philanthropy, which includes interest, comfort, and strength working in a dynamic, “start-up” environment;
- Ability to accommodate some travel; and
- Flexibility and sense of humor.

Compensation:

A competitive salary, based on experience, and a benefits package is available.

How to apply:

Applicants may send a PDF document including a cover letter, resume, and relevant writing sample to admin@piscesfoundation.org with subject line, “EE PROGRAM OFFICER POSITION”. See <http://www.piscesfoundation.org/> for more information on the foundation.

Deadline for Applications: November 10, 2015.

We welcome applicants from diverse backgrounds and with a variety of skills, experiences and ideas. We are an equal opportunity employer. Employment selection and related decisions are made without regard to gender, race, ethnicity, age, disability, religion, national origin, color, veteran status or any other protected class.