



CHARLES AND LYNN  
SCHUSTERMAN  
FAMILY FOUNDATION

# Senior Program Officer, Grantmaking

## Washington, DC

### Overview:

The Charles and Lynn Schusterman Family Foundation (Schusterman) is a global organization that seeks to improve lives, strengthen communities and reduce inequality. Our philanthropic vision is grounded in a commitment to pursue justice, repair the world and treat all people with dignity and civility. We invest in efforts to improve public education in the United States, strengthen the Jewish people and Israel, and address the needs of marginalized individuals and communities. [www.schusterman.org](http://www.schusterman.org)

### Responsibilities:

The Senior Program Officer (SPO) is a member of the U.S. Jewish Grantmaking Team, based out of Schusterman's Washington, DC office. The SPO will play a key role in developing and implementing funding strategies and managing grant and organization relationships to advance Schusterman's agenda in the areas of promoting Jewish engagement and values, increasing connection with and understanding of Israel, and strengthening organizational capacity and leadership.

### Qualifications:

The following qualifications are representative of the high level of demonstrated skills, maturity, judgment and ability to work with a wide range of constituencies required of Schusterman employees:

- At least 12 years of experience in non-profit management, grantmaking or the philanthropic sector. A Bachelor's degree is required; a Master's degree is preferred.
- Excellent verbal, written communication and interpersonal skills necessary to develop cooperative and effective working relationships with supervisory personnel, co-workers, colleagues, current grantees, potential grantees, young Jewish adults, other grantor organizations and the general public required.
- Excellent judgment, an ability to exercise discretion and tact in difficult or confidential situations and an ability to project a positive, professional image to the public required.
- Strong track record in building and managing complex partnerships, programs and collectives required.
- A proven ability to successfully manage programs for groups of leaders, ideally executives required.
- Analytical and research abilities necessary to plan and organize grant programs and activities, collect and evaluate data, and identify opportunities to utilize Schusterman resources effectively required.
- PC skills (with proficiency in Microsoft Outlook, Word, Excel and PowerPoint), as well as a thorough knowledge of: (a) modern office practices and procedures; (b) the use of office machines and equipment; and (c) basic web skills and comfort required.
- Experience and knowledge of the Jewish community preferred.
- Supervisory experience required.
- Ability to travel, upon occasion, required.

### How to Apply

- Interested applicants should submit a cover letter and resume to [jobs@schusterman.org](mailto:jobs@schusterman.org) with a subject line of "Sr Program Officer - Grantmaking." Schusterman does not cover relocation expenses for this position.

*The Charles and Lynn Schusterman Family Foundation is an Equal Opportunity Employer. Schusterman promotes diversity and provides equal employment opportunities without regard to race, color, national origin, ancestry, sex, gender, gender identity, gender expression, religious creed, disability, genetic information, age, marital status, sexual orientation, or military and veteran status. We encourage individuals of all backgrounds to apply.*