

Conrad N. Hilton Foundation

Job Announcement **Program Officer, International Programs** **Agoura Hills Office**

The Foundation

The Conrad N. Hilton Foundation was created in 1944 by international business pioneer Conrad N. Hilton, who founded Hilton Hotels and left his fortune to help the world's disadvantaged and vulnerable people. The Foundation currently conducts strategic initiatives in five priority areas: providing safe water, ending chronic homelessness, preventing substance abuse, caring for vulnerable children, and extending Conrad Hilton's support for the work of Catholic Sisters. Following selection by an independent international jury, the Foundation annually awards the \$1.5 million Conrad N. Hilton Humanitarian Prize to a nonprofit organization doing extraordinary work to reduce human suffering. From its inception, the Foundation has awarded more than \$1 billion in grants, distributing \$82 million in the U.S. and around the world in 2011. The Foundation's current assets are approximately \$2 billion. For more information, please visit www.hiltonfoundation.org.

Position Summary

The Program Officer, International Programs will carry out grantmaking activities and special projects, interface with and support grantees, and work in partnership with other program team members to advance the mission of the Foundation. This position will work primarily on the Children Affected by HIV and AIDS Initiative, along with other areas as assigned. This position reports to the Director, International Programs.

Key Responsibilities

- Grantmaking. Monitors portfolio of grants in Children Affected by HIV and AIDS Initiative and other priority areas as assigned. Investigates and evaluates select grant proposals. Implements grantmaking strategy in line with goals of the foundation. Drafts write-ups, periodic program reports and briefing papers for the docket and/or Board of Directors as requested. Presents proposals at Board meetings, as assigned.
- Grantee Relations/Technical Assistance. Identifies potential grantees and projects and provides counsel to organizations invited to develop proposals. Reviews proposals, and determines which ones will be further developed and recommended for funding. Provides primary program support for the maintenance of active grants including regular communications and problem solving with grantees and consultants, report review, analysis and feedback. Maintains an open, ongoing relationship with grantees.
- Collaborative team planning. Participates in Foundation meetings to review grant recommendations, provides updates on grantee progress, determines technical assistance needs of grantees, plans convening, evaluation and communications activities, and shares and reflects on experiences in the field and related program activity.

- External Representation. Organizes, facilitates and attends meetings with funders, grantees, grantseekers and other constituents of the Foundation. Develops and maintains a productive network of professional relationships with key government, philanthropic and non-profit leaders.
- Issues/Trend Analysis. Remains abreast of current research, activities, and trends in the issues related to the priorities of the Foundation.
- Research/Planning. Works with Director and other staff in research, strategy development and refinement, and planning as needed.
- Program Monitoring and Evaluation. Undertakes/manages periodic evaluations of progress toward program objectives and develops recommendations to the Director, International Programs for any appropriate strategic changes.
- Fiscal Oversight. Monitors grants budgets and grantee expenditures, as well as organizational budgets, as appropriate. Recommends for approval any deviations from approved plans and budgets, and ensures that such changes are documented.
- Management. Identifies the need for consultants within the program area; plans scope of work for contracts; develops terms of contract and monitors progress.
- Site Visits. Conducts site visits as needed.

Core Qualifications

- Graduate degree in public health, international development, public policy, early childhood education or a related field.
- Minimum of 5 years of relevant work experience and a practical understanding of grantmaking and/or the nonprofit sector in program development and/or management.
- A passion for the Foundation's mission and international program areas, particularly Children Affected by HIV and AIDS.
- Significant international field experience, preferably in children affected by HIV and AIDS, early childhood development or a related area.
- Strong organizational, analytical, and time management skills with high attention to priority and detail.
- Excellent written and oral communication, presentation and interpersonal skills.
- Strong conceptual and critical thinking abilities.
- Works well independently and within a team and demonstrates a high degree of initiative, flexibility, and collaboration.
- Welcomes feedback as a means to personal and professional growth.
- Personal presence to represent the Foundation in diverse forums and organizational relationships.
- Willingness and capability for domestic and international travel as needed.
- Excellent computer skills, including Microsoft Word, Excel, PowerPoint and database experience. Familiarity with GIFTS desirable.

Compensation

A competitive compensation package is available, including a salary commensurate with qualifications and experience, and a comprehensive benefits package.

To Apply

Interested candidates should send a cover letter, resume, and salary history by email to Human Resources at hr@hiltonfoundation.org. **Please note "Program Officer - CABA" in the subject line.** No phone inquiries, please.

The Conrad N. Hilton Foundation is an equal opportunity employer and welcomes a diverse candidate pool.