

Conrad N. Hilton Foundation

Job Announcement **Senior Program Officer, Domestic 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 Senior Program Officer, Domestic Programs will provide leadership in domestic grantmaking activities and projects and will have primary responsibility for the foundation's Substance Abuse initiative. This person is a key member of the domestic program team and reports to the Director of Domestic Programs.

Key Responsibilities

- Strategic Initiative Implementation. Leads implementation of the Foundation's Substance Abuse strategic initiative focused on prevention and early intervention for youth (<http://hiltonfoundation.org/initiatives-a-programs/substance-abuse>), to include presentation of grant proposals and strategy updates to the Board of Directors. Works with evaluator to track progress toward initiative goals.
- Grantmaking and Grantee Relations. Identifies potential grantees and projects, investigates and evaluates grant proposals and presents recommended proposals for funding at Board meetings. Monitors and evaluates strategic initiatives and grantee performance. Conducts site visits as needed. Provides technical assistance to and maintains an open, ongoing relationship with grantees.
- Issues/trend analysis. Remains informed of current research, policy, activities, and trends in the issues related to substance abuse and the domestic program priority areas of the Foundation.

- External Relations. Convenes meetings of key government, philanthropic, and nonprofit leaders to mobilize coordinated efforts and funding in strategic initiatives. Represents the Foundation to various constituencies through verbal and written communications (annual reports, brochures, correspondence) and through participating in outside conferences and meetings.
- Management and Program Team Relations. Builds collaborative and positive working relationships and effective communication channels with team members and staff. Participates in team meetings to review grant recommendations, provide updates on grantee progress, determine technical assistance needs of grantees, plan convening, evaluation and communications activities, and share and reflect on experiences in the field and related program activity. Identifies the need and scope of work for consultants within the domestic program area and monitors work as required.
- Special Projects. Designs and carries out special projects and other duties, as required.

Core Qualifications

- Graduate degree in public health, public policy, social welfare, or a related field.
- Demonstrated expertise in substance abuse prevention and early intervention at program, research, and public policy levels.
- Familiarity with substance abuse policy at federal, state and local levels.
- Experience in strategic planning and implementation and in coordinating public/private efforts for long-term, systemic social impact.
- Minimum of 10 years of relevant experience in grantmaking and/or program development/management.
- A practical understanding of philanthropy and the nonprofit sector.
- A passion for and a commitment to the Foundation's mission and domestic program priority areas.
- Excellent written/oral communication, presentation and interpersonal skills.
- Strong conceptual and critical thinking abilities.
- Strong organizational, analytical, and time management skills with high attention to priority and detail.
- Works well independently and within a team and demonstrates a high degree of initiative, flexibility, and collaboration.
- The personal presence to represent the Foundation in diverse forums and organizational relationships.
- Willingness to travel nationally and internationally, 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 “Sr. Program Officer – Substance Abuse” in the subject line.** No phone inquiries, please.

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