



Program Officer Position Announcement

The William T. Grant Foundation is seeking a researcher to join our staff as a Program Officer. This position is part of the Foundation's Senior Program Team, which is responsible for setting program directions, developing and implementing new program initiatives, reviewing grant applications, and supporting grantee work.

Responsibilities of the position include:

- Reviewing applications for various grants programs and facilitating additional internal and external reviews of those applications;
- Managing the review of letters of inquiry for the Foundation's investigator-initiated research grants program;
- Conducting analyses to develop new initiatives and improve existing ones. This may include synthesizing relevant research and surveying researchers, practitioners, policymakers, and other funders;
- Supporting funded initiatives, including reviewing grantees' work, meeting with grantees, and planning activities to strengthen a field's capacity to advance the Foundation's research priorities;
- Representing the Foundation to applicants, grantees, other funders, practitioners, and policymakers; and
- Supervising staff members for the above activities.

The Program Officer reports to the Vice President of the Program Department. We welcome applicants who can devote 100 percent time to the Foundation's work, but are willing to negotiate up to 20 percent time spent on independent research for the first year.

Qualifications include:

- Ph.D. or equivalent degree in behavioral, social, education, or health sciences;
- At least two years in a full-time position in research, practice, or policy affecting youth;
- Expertise in social science theory, methods, and data analyses related to the Foundation's research priorities and success producing high-quality research;
- Demonstrated interest in supporting the scholarship of others;
- Excellent written and oral communications skills;
- Ability to manage multiple and competing demands, establish priorities, and meet deadlines;
- Ability to work with junior and senior staff with professionalism, respect, and good humor; and
- Integrity, interpersonal skills, wisdom, and good judgment.

Interested applicants should submit a cover letter describing qualifications for the position; curriculum vita; a writing sample; and contact information for four references to jlui@wtgrantfdn.org. Review of applications will begin in early February and continue until the position is filled. The expected start date is September 1, 2011. The salary will be commensurate with experience.

About the William T. Grant Foundation

Since 1936, the William T. Grant Foundation has been committed to furthering the understanding of human behavior through research. Today, the Foundation supports research to understand and improve the settings of youth ages 8 to 25 in the United States. We are interested in studies that strengthen our understanding of how settings work, how they affect youth development, and how they can be improved. We also fund studies that strengthen our understanding of how and under what conditions research is used to influence policies and practices that affect youth.

Settings are defined as the social environments in which youth experience daily life. These settings include environments with clear boundaries such as classrooms, schools, and youth-serving organizations and environments with less prescribed boundaries such as neighborhoods or other settings in which youth interact with peers, family members, and other adults. At their best, these settings embed youth within a network of engaging activities; ample resources; meaningful relationships with adults and peers; and opportunities for academic, social, emotional, and identity development.

For more information about the Foundation, our funding mechanisms, and our current research interests, please visit www.wtgrantfdn.org.