

(This search ended in June, 2002, with the appointment of Danielle Reyes, executive director of the Latino Student Fund in Washington, DC.)

Job Announcement
Eugene and Agnes E. Meyer Foundation
Program Officer
(Posted: December 12, 2001)

The Eugene and Agnes E. Meyer Foundation in Washington, DC, is looking for a person with significant experience in refugee and immigrant affairs to serve as program officer. This person will also oversee the Foundation's grantmaking in the area of legal and justice issues. This is an exceptional opportunity for an individual who is committed to supporting and strengthening Greater Washington's nonprofit sector. Applications will be accepted until this position is filled.

The Foundation

The Meyer Foundation is one of the largest and most influential independent grantmaking foundations in Washington. Founded in 1944 by Eugene Meyer, owner and publisher of *The Washington Post*, and his wife Agnes E. Meyer, the Foundation currently has assets of \$150 million and a staff of 14. During the current fiscal year, it expects to award approximately 300 grants totaling \$5.6 million.

The Meyer Foundation's mission is to develop the Washington, DC, metropolitan area as a community by supporting effective nonprofit organizations that foster the well-being of all people in the region. The Foundation seeks to achieve its mission by identifying visionary and talented nonprofit leaders; making early and strategic investments in community-based nonprofit organizations; strengthening the organizational capacity of nonprofits; promoting a strong and influential nonprofit sector; building partnerships to foster the sector's work; and serving as a resource to other donors who want to make effective charitable investments in the region.

The Meyer Foundation makes grants in the following program areas: neighborhood development and housing; health; education; children, youth, and families; the arts and humanities; refugee and immigrant affairs; and law and justice. The Foundation also manages the nationally recognized Nonprofit Sector Advancement Fund, which provides grants, loans, and other programs to promote the organizational effectiveness of nonprofits. For more information about the Foundation, go to <http://www.meyerfoundation.org>

Principal Responsibilities

The overarching responsibility of the program officer is to identify nonprofit organizations in the Greater Washington region that should receive Foundation support, and to oversee the process so

that promising ideas for funding turn into approved grants. This is a position that requires tremendous initiative, creativity, and energy, within the framework of the Foundation's financial resources and board-approved programmatic interests. The program officer will report to Albert Ruesga, vice president for programs and communications, and will work closely with the Foundation's three other program officers, its director of the Nonprofit Sector Advancement Fund, and its communications associate.

Responsibilities include:

- Helping to develop and periodically revise criteria for grantmaking within two primary program areas (refugee and immigrant affairs, and law and justice) to insure that the Foundation is investing in effective organizations that are tackling important issues in the community.
- Identifying organizations that would be most effective in carrying out programs that fit within the Foundation's funding priorities.
- Assessing proposals submitted by community organizations.
- Shepherding the most promising proposals through an internal review process that includes consultation with other program officers, the vice president for programs and communications, the president, and the board of directors.
- Developing written materials related to the Foundation's grantmaking in these two program areas that can be shared with a variety of external audiences, primarily through the Foundation's website.
- Participating in regional and national organizations addressing issues in the areas of refugee and immigrant affairs, and law and justice. This participation is an important way for the Foundation to share its knowledge and extend its influence beyond grantmaking, and is an opportunity for the program officer to help lead important regional and national efforts.

Desired Skills and Personal Characteristics

The program officer should be:

- Deeply knowledgeable about refugee and immigrant affairs. Knowledge of law and justice issues is highly desired.
- Familiar, through direct experience, with the ways that community-based nonprofit organizations work in these two areas, either in the Greater Washington region or in another metropolitan area, and sensitive to the needs of community-based organizations.
- Instinctively strategic and entrepreneurial, with a strong desire to identify or create opportunities that the Foundation should pursue.
- Analytical. The program officer will have to assess proposals, read and interpret financial statements, and carry out other acts of due diligence to insure that the Foundation's limited budget is used most effectively.
- Well organized. The proposal review process includes a number of steps that must be carried out within an explicit schedule leading up to board meetings where staff recommendations get their final review.

- A first-rate writer, capable of reducing detailed proposals to concise documents for staff and board review, and of writing summaries of approved grants for the Web and other media.
- Congenial. The Foundation is a small organization made up of people who work collegially. The program officer must have personal qualities and a work style that ensure that the internal atmosphere remains open, friendly, and highly effective.

Desired Experience

The ideal program officer will have at least five years of relevant and significant experience in refugee and immigrant issues, ideally via first-hand experience with community-based nonprofits working in these areas. Knowledge of the Washington, DC, region is valuable, but not required.

Compensation

The starting salary will be \$60,000 to \$65,000, depending on knowledge, skills, and experience. The Meyer Foundation offers generous benefits and a working atmosphere that is family-friendly.

To Apply

Please **e-mail** (or mail) a cover letter, resume, and three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger
Slesinger Management Services
5016 Westpath Terrace
Bethesda, MD 20816
Tel.: 301-320-0680
E-mail: Larry@SlesingerManagement.com
(attached files in MS Word only)

(This job announcement can also be found at www.SlesingerManagement.com.)

The Meyer Foundation is an Equal Opportunity Employer.