



PROGRAM ASSOCIATE, EDUCATION

About the Barr Foundation

The Barr Foundation's mission is to invest in human, natural, and creative potential, serving as thoughtful stewards and catalysts. As stewards, Barr nurtures and enhances vital community assets. As catalysts, the Foundation cultivates and advances the breakthrough ideas that will shape our collective future. Barr focuses on achieving impact as a constructive partner, willing to exercise leadership. Based in Boston, Barr focuses regionally, and selectively engages nationally, working in partnership with nonprofits, foundations, the public sector, and civic and business leaders to elevate the arts and creative expression, advance solutions for climate change, and connect all students to success in high school and beyond. Founded in 1997, Barr has grown to become one of the largest private foundations in New England with assets of more than \$3 billion and a 2022 grantmaking budget of \$140 million.

A set of core values, defined by Barr's founding trustees, expresses our beliefs about what constitutes effective philanthropy and guides how the Barr Foundation carries out its philanthropic mission. Barr is committed to strive for impact, act with humility, invest in leaders, take the long view, center racial equity, embrace risk, and demonstrate curiosity. These core values shape our workplace culture, where we engage in learning opportunities on diversity, equity, and inclusion; seek to analyze and adapt our policies, practices, and grantmaking to better reflect our values; and strive to be a place where everyone is valued and included.

For more information on the Barr Foundation, please visit barrfoundation.org and @BarrFdn on Twitter, Facebook, and LinkedIn.

About the Education Program

From its inception, the Barr Foundation has prioritized education as a principal area of funding. Since 2015, the program has worked across the New England region to support more students to achieve college and career readiness. While we work across the entire region, we prioritize areas with significant concentrations of high needs students, with a particular focus on advancing access, opportunity, and outcomes for historically marginalized students. Our program focuses on three strategic levers to transform the high school experience for students, deploying approximately \$39 million in grantmaking resources annually:

Catalyze New Models: Fuel fresh designs that fit local contexts and transform the high school experience, to put success within reach of all students

Build Public Will: Engage parents and students, educators and civic leaders, and all residents as informed advocates for high-quality schools.

Invest in Educators: Develop the pipeline and supports of diverse, skilled, effective teachers and school leaders who bring new educational models to life for their students.

In all of our work, we strive to advance educational equity; so that all young people, regardless of race or background, achieve at high levels.

About the Program Associate Position

The Barr Foundation is seeking a program associate to provide programmatic and administrative support to members of the education team. The education team members manage the grantmaking, external relationships, research and convening required to advance the strategic goals of the program. In addition, the director manages the budget and operations of the team. This position reports to the senior program officer for the invest in educators portfolio and the program officer for the build public will portfolio.

The ideal candidate must be highly organized and self-motivated, with attention to detail and the ability to prioritize workload. Proven written, computer, and interpersonal skills to manage relationships with a broad range of people and organizations are essential. This is a full-time position with a generous benefits package.

Key Role and Responsibilities

Grantmaking Support

- Work with the senior program officer and program officer to review inquiries and proposals in the program area.
- Support the senior program officer and program officer in reviewing new proposals and conducting the appropriate due diligence. Review proposal budgets, workplans and anticipated project outcomes as related to proposal goals and institutional capability.
- Draft grant recommendations needed for the board book for team review.
- Under the guidance of the senior program officer and program officer, monitor grant activities and follow up with grantees as needed, providing technical assistance as appropriate.
- Assist program officers with reviewing grant reports and evaluations and track required grantee documentation.
- Conduct research and analysis on grant proposals, potential funding initiatives, or special projects.
- Work with the team to evaluate grants or grant clusters in support of program strategy reviews.

- Engage in special projects as directed by the senior program officer or program officer.

Process and Operations

- Produce high quality, timely grant materials.
- Support portfolio teams to track and meet all internal deadlines.
- Support the senior program officer and program officer to plan and implement grantee convenings and meetings.
- Support the senior program officer and program officer to plan and implement site visits for due diligence and learning.
- Develop and manage contracts as appropriate.
- Support the timely submission of expense reports for the senior program officer and program officer.

Desired Qualities, Experiences, and Competencies

- A commitment to advancing racial equity and inclusion in your work and in our workplace;
- A collegial spirit in sharing ideas and receiving feedback;
- Ability to work well individually, as part of a team, and with diverse communities;
- Effective writing and editing ability with a focus on accuracy;
- Effective communication and presentation skills, particularly in communicating with diverse constituencies in a variety of settings;
- Demonstrated ability to identify, collect, organize and synthesize information from various data sources;
- Self-motivated, with strong problem-solving abilities and attention to detail; and ability to meet deadlines;
- Detailed knowledge of and demonstrated proficiency in the use of Microsoft Office, Google applications, social media, and other technology; experience with database systems such as Salesforce is a plus;
- 2-4 years of relevant work experience, experience in education, nonprofit or philanthropic organizations is a plus;
- A bachelor's degree is required

Compensation and Benefits

Barr is an equal opportunity employer, with a commitment to building and fostering a diverse, equitable, and inclusive workplace. We welcome candidates who would both contribute to and value working in such an environment.

The starting salary range for this role is \$67,000 to \$73,000 and the starting salary will be determined by factors including experience, readiness for the role, and organizational equity. The Barr Foundation offers an attractive benefits package including generous health, dental, vision, and life insurance; strong retirement savings program; 15 vacation days to start and a parental leave and health leave policies.

Barr is a Compact Signer for the [100% Talent Compact](#), which is administered by the Boston Women's Workforce Council, a unique public-private partnership between the Boston Mayor's Office and Greater Boston employers dedicated to eliminating the gender and racial wage gap. We are proud to be part of this first-in-the-nation approach to reaching pay equity for women and people of color across our region.

How to Apply

Please visit [ADP Career Center](#) to apply for this position. Applications will be reviewed on a rolling basis, with applications encouraged by June 10, 2022. All inquiries may be directed in confidence to Denise Gillespie, VP, HR Operations and Shared Services, via email at: barrjobs@barrfoundation.org.

Hybrid Work Environment

This position is based in Barr's [Boston offices](#) on the waterfront in Boston's North End. The Barr Foundation has initiated its shift from all-remote to hybrid work, and this position would allow for a flexible working arrangement with a hybrid of office, field, and remote work.

COVID-19 Vaccination Requirement

All current Barr employees are required to be vaccinated (including booster) for COVID-19, and we will require any new employees to be fully vaccinated by date of hire as well, absent a medical or religious accommodation as approved by the VP, HR Operations and Shared Services.