Ballinger Leafblad is pleased to conduct the search for a Program Director at Carlson Family Foundation.
VISION, COMMUNITY MISSION and VALUES

Vision:

Uplifting youth through leadership at the intersection of love and insight.

Mission:

Working together with the community to create opportunity, hope, and a sense of belonging for every young person.

Guided by the Carlson Credo, the Foundation Commits to:

- Engage multiple generations of our family to work together and alongside the community in pursuit of our collective vision and individual passions.
- Make decisions based on a deep understanding of the research, the context, and the experiences of those closest to the issue.
- Build trust, keep promises, and choose partners committed to excellence and shared values.
- Demonstrate the courage to step out front, take the lead, say what needs to be said, convene leaders and communities, leverage our resources, aspire to systemic change, set measurable goals, delivery against these goals and always be prepared to adapt as needed.
- Persevere, recognize that impact takes time, sustained focus, and continuous learning.
HOW WE WORK

- We support several long-term strategic priorities and partnerships and also seek funding opportunities in our areas of focus.

- We aspire to achieve outsized impact and recognize that this requires us to be creative, deeply engaged and learn, and leverage our unique resources and capabilities.

- We recognize the power of the private sector and look for opportunities to leverage corporate resources and capabilities.

- We take a patient and data-driven approach, understanding the underlying determinants of the problems we seek to solve, evaluating the impact of our investments, and learning along the way.
This new role at the Foundation will direct an emerging strategy that invests in community partnerships that support positive and effective youth-adult relationships. The strategy focuses on supporting youth in our community, with a particular focus on youth of color, as they develop agency, identity, and the ability to pursue their goals, by making sure there are adults both in and out of school who care about them and have the capacity to help them realize their dreams and potential.

The successful candidate will have expertise and/or experience in understanding evidence-based models that 1) strengthen relationships between students and adults in schools to advance student outcomes; 2) expand access to high-quality out-of-school (OST) programs centered on youth development and agency, and; 3) empower parents and caregivers to support young people’s development. S/he/they will also bring deep understanding and facility relative to issues of diversity, equity and inclusion.

The successful candidate will be a creative problem solver with an entrepreneurial, consultative and growth-mindset. S/he/they will be comfortable with ambiguity, action-oriented, resilient, flexible, adaptive and self-starting. S/he/they will be an active and engaging listener, communicator and connector across a broad set of constituencies and stakeholders.

**ESSENTIAL RESPONSIBILITIES**

*Program and Grantmaking Strategy*

- Provides creative, innovative and thoughtful leadership in program strategy development and grantmaking initiatives, based on upon a theory of change and related goals established by the Board.
- Works closely with the executive and board leadership and colleagues to develop and implement program strategy and grantmaking approaches.
- Serves as a strategic thinker for “systems change” and collective impact in areas where the Foundation has interest (e.g., youth-adult relationships, education/schools, out-of-school time and mentoring, parents/families/caregivers, trauma informed care, etc.), and serves as a liaison to community efforts that address these ecosystems.
- Identifies organizations and agencies that have the capacity and position to partner with the Foundation to carry out elements of the program’s strategy and further develop program objectives.
- Serves as a critical resource to Foundation leadership and colleagues, providing key support on a variety of initiatives, project management, evaluation and communications concerning the program strategy and grantmaking activities.
- As needed, creates strategy/position documents that provide insight on issues impacting the Foundation’s funding priorities and/or the community, or other suggestions about impact and strategy/project development.
Grantmaking Activities

- Plays a key role in identifying, assessing and recommending opportunities for funding and collaborative engagement with other community and funding partners.
- Screens, analyzes and evaluates grant proposals, including the strength and proposed impact of activities, benefit to the community, and organizational health and stability. Prepares written grant recommendations and supporting materials for the Board’s meeting docket.
- Ensures effective grantmaking decisions, monitoring and evaluation to realize the highest possible impact in communities served by the Foundation.
- Builds and manages a portfolio of grants and programs, growing authentic partnerships with grantees.
- Monitors programmatic and financial aspects of funded projects and programs and ensures compliance with grantmaking processes and policies of the Foundation.
- Stays apprised of grant developments that are likely to affect decision-making and strategy.

Evaluation and Board Learning

- Articulates expected outcomes and identifies indicators of success for long-term goals and short-term/interim indicators of progress. Provides advice and counsel by undertaking and overseeing specific research assignments.
- Leads the development of program impact measures and periodic assessment, implementation, continuous development and analyze progress toward the goals and outcomes of the program and grantmaking strategy.
- Identifies opportunities to disseminate lessons and insights for greater program impact and incorporates such learning into future program strategy development.
- Analyzes and prepares reports on results of Foundation grants and initiatives, and makes presentations to the board on Foundation proposals, grants and programmatic initiatives.
- Cultivates and contributes to learning and innovation in the Foundation’s areas of focus and more broadly to the community. Collaborates with grantees, other philanthropic partners and other field professionals, and participates in program- and field-related meetings and convenings.
- Participates in conferences, seminars and other activities to maintain and enhance the expertise and impact of the Foundation’s giving.
Internal and External Relationships

- Serves as a visible presence for the Foundation’s efforts and contributes to the internal stewardship of a values-based, collaborative and highly-talented team.
- Effectively and positively represents the Foundation externally in the community.
- Cultivates open, ongoing, and trusting relationships with grantees that contribute to shared learning. Listens and works with grantees to assess the progress of grants, and assisting grantees with challenges involved in implementation.
- Effectively communicates program strategy, goals, activities, outcomes and implementation plans to the Board, both in writing and presentations. Clearly articulates funding rationale.
- Participates in the identification and coordination of Board meeting materials and program presentations and opportunities for Board learning.
- Collaborates with, supports and mentors other staff, and promotes the values and culture of the Foundation.

Additional Responsibilities

- Identifies program-related content for Foundation communications.
- Work with colleagues to assist with formal Foundation correspondence and communications, including proofing and editing.
- At the behest of the executive director, leading and directing special projects.
- Perform other duties as assigned.
Qualifications

- Bachelor’s degree required, master’s degree preferred.
- Knowledge of issues pertaining to children and youth facing adversity, youth mentoring, K-12 education, as well as neighborhoods, institutions and agencies preferred.
- Knowledge of grant database systems, particularly GIFTS Online, preferred.
- Excellent research, writing, editing and proofreading skills.
- High organizational and time management skills and the capacity manage multiple projects and deadlines.
- Strong and effective communication skills, and the ability to communicate with grantees, applicants, trustees, staff and clients.
- Ability to think creatively and strategically about the broad goals of the foundation while remaining focused on the detail-oriented work and follow-through required by the position.
- Strong analytical skills, and the ability to understand the feasibility of submitted proposals
- A high energy level, outstanding interpersonal skills, sound judgment, tolerance for pressured work and a sense of humor.
- Proven ability to work well with diverse group of people.
- Genuine desire to make a difference.

Compensation and Benefits

The executive compensation package for this position is highly competitive and includes participation in the organization’s benefits plan.
WE INVITE YOU TO GET IN TOUCH.

Marcia Ballinger, PhD
Co-Founder/Principal
651-341-4840
marcia@ballingerleafblad.com

Lars Leafblad, MBA
Co-Founder/Principal
612-598-7547
lars@ballingerleafblad.com

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