



# Henry P. Kendall

FOUNDATION

**POSITION DESCRIPTION: PROGRAM OFFICER**

**LOCATION: BOSTON, MA**

## **Organization Background**

In 2011, the Henry P. Kendall Foundation launched its regional food systems program. Since then, we have actively partnered with organizations, networks and leaders working to build a healthy, resilient food system in New England. This work is inspired by the New England Food Vision, where in 2060, 50% of food consumed in the region comes from the region. Despite pandemic related disruptions, much progress has been made. Strong networks have emerged in each state and across the region who have been critical in building awareness, catalyzing action, and sustaining momentum. The Foundation's focus on farm to school has proven the combined impacts of shifting procurement with consumer engagement. For more information, refer to [www.kendall.org](http://www.kendall.org).

The Foundation is committed to the New England Food Vision and is eager to find and support innovative approaches which capitalize on this unique moment where awareness and interest are at an all-time high.

## **Position Overview**

The Program Officer is a dynamic, entrepreneurial leader who will help chart and execute the organization's program. Working closely with the Executive Director, Trustees, and others, the Program Officer is responsible for helping to develop and implement the Foundation's program strategy.

Primary duties include providing intellectual and organizational leadership in designing new initiatives, evaluating proposals, monitoring active programs and grants, learning from program investments and activities, and creating impact. The Program Officer is a passionate individual committed to the mission of the Foundation and excited by the opportunity to identify and implement innovative approaches to creating meaningful and lasting impact.

## **Responsibilities**

- Working closely with the Executive Director and Trustees, help design, develop and implement new programs designed to maximize the impact of the Foundation,
- Contribute to the development of annual plans for the Foundation that clearly outline goals, strategy, activities, and resource requirements,
- Contribute to the development of measures of program impact and to the periodic assessment, implementation, continuous development, and analysis of progress toward the goals and outcomes of the Foundation's strategy,
- Develop and maintain current knowledge of policy, research and practice,
- Develop and cultivate strong working relationships with grantees, outside advisors, experts in

the field, public sector partners, and colleagues in philanthropy in order to enhance the program's effectiveness,

- Design and contribute to the management of the grant application and evaluation process and develop a cohesive portfolio of grants that, in conjunction with other activities, accomplishes program objectives,
- Provide high level of customer service for existing and prospective grantees through transparent, accessible, and open dialogue about the Foundation's strategy and prospective projects,
- Prepare presentations on strategy and progress and recommend updates on the program strategy to the Trustees,
- Mentor and contribute to the professional development of junior staff or trainees/fellows,
- Contribute to the preparation of communications materials and support implementation of the Foundation's communication plan for its work.

### **Qualifications**

- At least 5 years of leadership experience preferably in an entrepreneurial environment,
- Experience in and demonstrated passion for food system work a plus,
- Experience working with or within nonprofit organizations and a keen understanding of the challenges and opportunities facing the sector,
- Proven programmatic and strategic planning capability and a track record of building and managing systems for a dynamic, entrepreneurial, results-oriented program,
- Creative thinking skills and a readiness to apply new and innovative solutions to meet the Foundation's goals,
- Commitment to evaluation and assessment of programming and a comfort with using data to drive decision making,
- Exceptional verbal and written communication skills and a customer-service orientation that leads to sustainable and mutually beneficial external partnerships,
- Commitment to advancing equity in all aspects of the Foundation's work,
- Bachelor's degree or equivalent required; Master's degree preferred.

### **Location**

The Foundation's office is in Boston. The frequency of in-person meetings will be determined between the Executive Director and the Program Officer. Travel throughout New England is essential to develop and sustain strong and ongoing partner relationships.

### **To Apply**

Please upload a resume and cover letter, outlining how your skills and experience meet the qualifications of the position, in Word format, to Andrew Kendall at [akendall@kendall.org](mailto:akendall@kendall.org) with subject line "Program Officer." Applications will be reviewed on a rolling basis.

*The Henry P. Kendall Foundation is an Equal Opportunity Employer and committed to building and fostering a diverse, equitable, and inclusive workplace.*