



# ROCKWELL FUND

Program Officer, Rockwell Fund, Inc.

## About Rockwell Fund, Inc. (RFI)

Sorrell is pleased to partner with RFI in its search for a new Program Officer. RFI is a private foundation, founded in 1931, seeking to materially improve the lives of Houstonians and others by making impactful grants to non-profits doing important work in our communities. The current issue areas are in the fields of education, health, and housing, priorities that focus on tackling issues in a comprehensive and coordinated manner to provide the best outcomes for low-income individuals, families, and communities. RFI supports these nonprofits by coupling grants with strategic, hands-on support and often develops long term relationships with grantees. This high level of engagement provides networking, problem-solving, planning and evaluation support. RFI is governed by a board of seven Trustees and served by a small staff located in Houston.

For more information see <https://rockfund.org>

## About the Position

The strongest candidates will have meaningful experience in education, health, or housing domains and knowledge of grant making. In this role s/he will source and evaluate community organizations in need of RFI's philanthropic support. The Program Officer's research and community outreach will inform the theories of change and strategies and define the program outcome objectives. The Program Officer will lead grants management and supervise grants management staff. S/he will report to the President and Chief Executive Officer.

## Job Responsibilities

The Program Officer's role includes the following:

### Grant Portfolio Management

- Actively work to advance RFI's's mission; develop, monitor, and evaluate a portfolio of grants designed to address key issues in education, health, and housing issues. Create and execute new programs to address gaps in the field.
- Source and research new grant requests, evaluate applications, conduct financial and organizational due diligence reviews.
- Prioritize grant requests in coordination with RFI's strategic priorities.
- Prepare and present grant recommendations and materials to support grant review processes; present quarterly to the Trustees in support of their grantmaking decisions.

- Monitor and evaluate grantee performance and grant agreement compliance.
- Maintain information about current and prospective grantees to enable knowledge-sharing.
- Maintain grantmaking budgets and conduct reconciliation activities.
- Proactively cultivate opportunities that have the potential to foster positive change in the community and advance RFI's goals; conduct extensive outreach and rigorous due diligence to identify and support impactful grantees.
- Consider the needs of grantee organizations and intentionally build and maintain relationships with existing and prospective grantees; act as a trusted advisor to both new and existing grantees.

### **Evaluation, Impact and Strategy**

- Develop criteria and structures for measuring the quality and potential impact of grants requests; triangulate programmatic organizational data from multiple sources to assess the strength of grant requests against the criteria.
- Monitor the progress and results of RFI's grantmaking initiatives; identify key learnings, act, and adjust improve results and amplify RFI's impact within its geographies and giving areas.
- Test key assumptions about RFI's grantmaking strategy and approach; incorporate lessons into future decision making and share key findings with staff, Trustees, and the public as appropriate.
- Contribute to various strategic projects, especially as it pertains to grantmaking strategies.

### **Learning and Leadership**

- Engage with key local, state, and national leaders in relevant fields of interest to develop and add depth to programming ideas and initiatives. Stay current with research, best practices and public policy and philanthropic developments related to RFI's areas of grantmaking interest.
- Connect and convene grantees, organizations, and colleagues in the sector to amplify knowledge-sharing and impact.
- Provide thought leadership, including sharing promising practices related to impact, sustainability, and scalability within RFI's current or prospective giving areas.
- Maintain strong, positive working relationships with Trustees and staff; supervise the grantmaking team, be responsive to questions and help as needed.
- Lead other projects at the request of the executive staff; produce ad hoc reports and analysis as needed, participate in, and execute other duties as assigned to support the team and organization.

### **Skills and Experience Required**

The ideal candidates for the position will have at least 8-10 years of related work experience managing successful enterprises and working well with multi-dimensional challenges in communities, including a track record of success in developing new ideas and programs and

building commitment among stakeholders. The successful candidate must demonstrate humility, strong communication and deliberation skills, and analytical and critical thinking competencies.

Specifically, the successful candidate will have:

- Bachelor's degree and post graduate degree. Graduate studies in public administration or social work are preferred but not essential.
- Familiarity with the nonprofit, philanthropic and/or foundation sector.
- Experience working with a variety of stakeholders including charitable organizations' executives, board of directors and the communities they serve.
- Passion for supporting RFI's efforts to improve the quality of life for the people of greater Houston.
- Ability to manage and develop staff, work collaboratively, prioritize projects, meet deadlines, and lead in a multidisciplinary team environment.
- Proven judgement and integrity in handling sensitive and confidential information.
- Understand community context, demographics, and key issues important to stakeholders with a particular focus on diversity, race, ethnicity, and socioeconomic issues impacting grantmaking decisions.
- Ability to switch between strategic and practical thinking, with both qualitative and quantitative analytic skills.
- Passion for learning, problem solving, distilling lessons, and turning them into action.
- High tolerance for ambiguity and ability to thrive in an environment of growth and change.
- Open to debate. Self-awareness and a growth mindset; commitment to being a lifelong learner and giving and receiving professional feedback in the spirit of growth and improved performance.
- A strong customer service orientation including strong active-listening skills and the ability to tailor communications to diverse audiences.
- Demonstrated commitment to personal responsibility and accountability.
- Strong written and oral communication skills, including the ability to make complex issues understandable to a variety of audiences.
- Familiarity with grants management software, website publishing, data entry and scheduling tools. Proficiency in all Microsoft Office applications.
- Willingness to develop new technological skillsets as needed.
- On rare occasions, must be able to work longer than usual hours to meet deadlines.
- Comfortable working in a small office environment.

## **Compensation**

Compensation is competitive and commensurate with experience. Benefits and ongoing training and development are included.

## **Application and Referral Process**

Applicant review is currently underway and will continue until the candidate has been selected. To nominate or be considered for this position, please contact Laura Sorrell at 713.854.5351 and

laura@sorrellco.com, or Priscilla Plumb at 281.224.0881 and priscilla@sorrellco.com. All inquiries will be held in confidence.

### **About Sorrell**

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire and retain talent that impacts the future of the organization. For more information, call 713.840.1870.