

## **Program Officer**

### **Organization Summary**

The [Cullen Foundation](#) is a private foundation established over 75 years ago by Hugh Roy and Lillie Cranz Cullen. The Foundation is dedicated to improving the quality of life of all people in Houston through sustained investments in high-performing education, health care, public service and arts organizations. The Foundation invests approximately \$18 M annually through grants to a variety of non-profit organizations.

### **Position Summary**

The Foundation seeks to hire a Program Officer with a strong connection to our mission, a bias towards action, a natural sense of curiosity and eagerness for research and analysis, and a proven ability to work effectively as part of a team. The Program Officer is responsible for grant-related due diligence as well as Foundation reporting and research initiatives. The candidate will serve as a brand ambassador for The Cullen Foundation (TCF), meeting with a full-range of non-profit representatives across the Greater Houston area. The Program Officer will also be involved in investment related research and decisions for the Foundation serving as a support to the Chief Executive Officer and Chief Operating Officer. This is a newly created position that offers flexibility for growth within the Foundation over time. The position reports directly to the Chief Operating Officer.

### **Primary Duties and Responsibilities**

#### Grant Management

- Maintain working knowledge of the Foundation's priority funding areas and remain abreast of current research, activities and trends in the philanthropic sector
- Actively work to advance the Foundation's mission through effective grant-making; assist staff with developing, monitoring and evaluating current and new grantees; conduct extensive outreach and due diligence to identify impactful grantees, including examining strengths, weaknesses and opportunities; build and maintain relationships with grantees with an eye towards the long-term
- Maintain information about current and prospective grantees and develop an effective way to manage grant analytics to enable knowledge-sharing
- Attend and actively participate in Board meetings; prepare grant recommendations and materials to support the Board's decision-making

#### Evaluation, Impact and Strategy

- Assist in developing criteria for measuring the quality and potential impact of grant requests
- Monitor the progress and results of the Foundation's grantmaking initiatives; identify key learnings and suggest adjustments to improve results across all giving areas

#### Learning and Research

- Proactively engage and collaborate with colleagues outside of the Foundation (other Foundations, non-profits, governmental and research partners) in order to develop and add depth to areas of strategic focus and granting initiatives
- Conduct directed research and strategic projects with enthusiasm; participate in and execute other Foundation duties as assigned to support the team and organization

#### Investment Management

- Support the Foundation leadership in investment portfolio construction initiatives; ensuring adherence to the investment strategy, asset allocation, and liquidity needs

- Work with the CEO and COO to conduct manager due diligence across all investment strategies; monitor existing investment managers through meetings and review of exposure reports and letters; work with investment consultants to source new investment opportunities based on portfolio needs and market opportunities.

### **Qualifications**

This position requires analytical skills, as well as demonstrated verbal and written communication skills. Candidates must be detail-oriented with strong organizational, project, and time management skills. Candidates must be able to set priorities and work in a self-directed fashion, and have a natural sense of curiosity and eagerness for research and analysis. A deep understanding of one or more issues across the Foundation's four strategy pillars (education, health care, arts and/or public service) is a plus.

The Foundation has a small staff and judgment, integrity, trustworthiness and flexibility are qualities that are particularly important to our team-oriented culture. The ability to work collegially and professionally with staff and a strong commitment to the Foundation's mission are key qualifications.

### **Preferred Education and Experience**

- Five to seven years of professional experience in an applicable industry (non-profit, research, finance)
- Prior experience in investment related roles including asset management, wealth management, portfolio management, financial consulting or other related roles
- Bachelor's degree; MBA or other relevant master's degree preferred

### **Compensation and Benefits**

The Cullen Foundation offers competitive salaries commensurate with experience. Benefits include a 401(k) plan with employer matching and an annual retirement contribution, insurance (health, dental, life, accidental death & dismemberment, long term disability, and voluntary coverage options), medical flexible spending account, reserved parking, professional development opportunities, flexible schedules and paid time off. This opportunity is a full-time, in-person, non exempt position located in Houston, Texas. Please visit our website at [www.cullenfdn.org](http://www.cullenfdn.org) to learn more about the Foundation.

### **How to Apply**

Interested candidates should apply [here](#). **Letters of interest will be received until February 9, 2024.** We will contact those candidates who most closely match the requirements. We thank you in advance for your interest.

*The Cullen Foundation is an Equal Opportunity Employer and values diversity. We strongly encourage qualified candidates of all backgrounds to apply.*