

Public Welfare Foundation
Position Description

Title: Program Analyst

Reports To: Program Directors for Criminal Justice & Youth Justice, and Strategy and New Ventures

About the Foundation:

For over seventy years, Public Welfare Foundation has supported efforts to advance justice and opportunity for people in need. Today, our efforts focus on catalyzing a transformative approach to justice that is community-led, restorative, and racially just through investments in criminal justice and youth justice reforms. These efforts honor the Foundation's core values of racial equality, economic well-being and fundamental fairness for all. The Foundation uses a multidisciplinary approach in its structured grantmaking, investing in a range of policy advocacy, organizing, technical assistance and capacity building, leadership development, and piloting demonstration projects in jurisdictions across the country with a goal of supporting the implementation of an alternative vision of justice that is rooted in communities.

General Description:

The Program Analyst (PA) is responsible for working directly with and providing support to the three Program Directors leading each of the Foundation's program areas, and to the President & CEO. Collectively, these staff members develop grantmaking strategies and then solicit, review, and recommend grants to the President & CEO and Board of Directors of the Foundation. The PA works with all of the program staff "behind the scenes" to undertake background program research to support grantmaking, analyze trends, and help the foundation learn from its programs; prepare internal and external documents describing the grants; and provide substantive backup on program meetings and conferences conducted by the Foundation involving grantees and other relevant stakeholders.

Specific (Essential) Responsibilities:

The PA regularly performs a combination of the following tasks:

1. Provides support to the program team through various tasks including research, writing, editing, preparation of meeting materials, and data collection and analysis.
2. Works with program directors and staff to coordinate assistance to Foundation grantees and other partners, including collaborating on solutions for grantee challenges and proactively identifying emergent issues and trends in the field of criminal justice for further exploration and investment.
3. Reviews interim and final grant reports, and assesses other indicators of progress, to bolster learning about the impact of grantmaking at the Foundation.
4. Drafts proposal summaries for program staff to be used internally for review by the President & CEO and the Board of Directors.
5. Attend funder briefings, professional meetings and conferences on behalf of the Foundation. Produce summary of meetings for the program team.
6. Helps plan, design, and organize program meetings, conferences, events, and other activities to support the Foundation's programmatic goals.

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7. Prepare program materials for board meetings, including grantee updates and research on/compilation of relevant news clippings
8. Contributes to specific special projects in support of the Foundation's agenda and goals.
9. Performs other duties as assigned.

Requirements:

1. Education: At least a completed college degree in a relevant field.
2. Work experience: At least 3 years full-time work experience including facilitating meetings and/or workshops, coordinating projects, and writing for internal or external audiences preferably in the non-profit sector. Demonstrated work in juvenile justice, criminal justice, or with people directly impacted by the legal system preferred.
3. Skills: Excellent writing, research/inquiry, and verbal communications skills are essential. Project management and ability to track multiple competing deadlines and priorities across a range of topics. Basic computer skills and literacy including word processing and spread sheets are also required.
4. Capabilities: Excellent capacity for analysis and critical thinking, fostering teamwork, and high reliability for completing assigned work on time. Ability to work independently and across several program areas with ease and demonstrate good organizational skills, good humor, flexibility, and maturity.
5. Conditions: Ability to travel 5% of time.

This position description is intended to serve as a summary of the general purpose and essential functions of this position. It may change as circumstances warrant and may include other duties deemed necessary by management.