

JB & MK PRITZKER

Family Foundation

ABOUT THE J.B. & M.K. PRITZKER FAMILY FOUNDATION

The J.B. & M.K. Pritzker Family Foundation (“Foundation”) has a national focus on catalytic change that promotes equity and fairness. The Foundation anticipates continuing to make substantial philanthropic investments in excess of \$1 billion over 20 years.

The Foundation’s primary strategic focus is early childhood development; community healthcare and critical community needs in the state of Illinois; and upholding and expanding individual civil and human rights.

The Foundation’s work takes the following fundamental approach:

- Investing in promising programs;
- Effecting public policy initiatives through education;
- Engaging through partnership – recognizing that no one achieves success alone;
- Leading – by convening, spotlighting and bringing expertise; and
- Deepening the impact of our work by applying a lens of Justice, Equity, Diversity and Inclusion (JEDI) to our grantmaking.

The Foundation is located in Chicago and led by President Janet Froetscher.

Program Officer

The Foundation seeks a Program Officer to play a senior leadership role in the effective implementation of the foundation’s Prenatal-3 year old (PN-3) priorities in states and communities under the Pritzker Children’s Initiative (PCI). This effort will actively support a set of states and communities as they seek to undertake common policy and program advancements to ensure children under three are on track for later school readiness. Over the next five years, the Foundation intends to support development of model initiatives in states and communities that advance policies and programs that ensure a strong start in life, such as home visiting, quality child care for infants and toddlers, and universal connections that link families with infants and toddlers to essential and needed services. Through this Initiative, the Foundation makes catalytic investments in states, communities, promising models, and effective communicators to create a tipping point by building a national movement for prioritizing infants, toddlers, and their families for public investment. A JEDI approach (as referenced above) is a fundamental component of the PCI strategy.

The Program Officer will support national organizations, state and community stakeholders and leading early childhood researchers to fuel momentum for positive policy change in states and communities across the country. S/he will work with a variety of partners including national, state and community-level organizations that are planning for and guiding implementation of PN-3 strategies. The position will also support strategies leading to innovative policy and program development to expand access to high quality services for infants and toddlers. S/he will work closely with the PCI Director to link state and community leaders to experts and organizations engaged by the Foundation to support them and facilitate peer-to-peer connections across selected states and communities. Within states, the Foundation anticipates working with the public sector, foundation leaders, and non-profit policy and advocacy organizations as part of the PN-3 strategy.

The Program Officer will actively represent the Foundation with national, state and local leaders, and is expected to be comfortable representing the Foundation in a wide variety of settings which require expertise in relationship building, communications, and public speaking.

Depending upon the individual’s expertise in key areas of early childhood development – child care, health, mental health, family support, etc. – s/he may be asked to take a leadership role in specific components of the PCI strategy related to that content area.

The Program Officer will report to the Director of the Pritzker Children’s Initiative (PCI) and be part of a 4-member team in addition to working closely with the Foundation President, the Communications Director and the Grants Manager.

The Program Officer is expected to develop strong relationships with national, state and local organizations and leaders, track progress of key elements of the overall PCI strategy and the effectiveness of partners. S/he will also contribute to refinement and adjustments as needed in the PCI strategy.

There will be some travel required for this position, so the ability to travel domestically is essential to the role.

Finally, to achieve the success of the Foundation's PN-3 goals, the Program Officer will have responsibility for developing, managing and supporting a portfolio of grants with a variety of local, state and national organizations that are identified as key partners in moving forward the PCI strategy.

Qualities and Characteristics

Strategic Orientation on Early Childhood Public Policy

The Program Officer will bring a demonstrated understanding and experience as to the complexity of making major changes in state early childhood public policy, including relevant public policy, early childhood knowledge and experience. S/he must have the ability to support innovation for the national and state grantees, engage in strategic support and analysis, and recommend to the Director of PCI any necessary strategy adjustments. S/he will be a strategic thinker, a flexible collaborator, and a creative problem-solver that brings both an entrepreneurial, analytical and JEDI mindset to the work and ability to build strong relationships based on trust.

S/he will be able to successfully craft national partnerships to provide assistance to those working in states and communities and will bring a track record of accomplishment in this area.

Results Orientation

The Foundation is driven to make significant impact in PN-3 state policy in the United States, particularly emphasizing a JEDI approach. To succeed in the role, the Program Officer will have a strong results orientation and ability to manage projects to meet established goals. The successful candidate will have a business-minded approach to management of complex, large-scale projects with a focus on the relationship to the public policy process and work to achieve tangible, measurable results. S/he must be highly organized, data-driven and able to exercise good judgment when presented with complex challenges and should bring an equity lens to the work.

The Program Officer will instinctively use rigorous strategic and operational analytics and metrics to develop an understanding of the status of the work, to inform decision making and to assess performance against the agreed upon goals and will consult with the PCI Director to discuss and make adjustments in approach as necessary.

Collaboration and Partnership Building Orientation

The Program Officer will have a track record of recognized, value-added collaboration among stakeholders, including national non-profit organizations, state government staff (elected, appointed and ongoing) and policy advocates, as well as capacity building organizations and individuals who will be supporting these efforts. S/he must be able to help build effective partnerships and support those partners to execute on collaborative, creative strategies. S/he must be able to work well independently as well as in a team, demonstrating a high degree of flexibility and collaboration that includes those internal and external to the Foundation.

Passion for the Mission

The Program Officer will be inspired by the opportunity to work for a foundation whose core tenet is to create effective strategies that are about making meaningful change on behalf of young children and families. This individual will be entrepreneurial, open to challenges, and demonstrate high standards and a positive disposition. S/he must have a passion for state-level public policy change and for improving the outlook for infants and toddlers through state public policy and local innovation.

Summary

The ideal candidate will combine an ability to partner effectively with a public policy track record, PN-3 content knowledge, and experience providing capacity building assistance. The candidate needs demonstrated experience working in teams with multiple partners to manage complex work that requires continuous assessment to determine if it is on track or requires adjustment. Ideally, this candidate will have **(but it is not required)** an advanced degree in

business, law, public policy/administration, child development, or public health. Candidate must have demonstrably strong writing and analytic skills. Microsoft Office proficiency, particularly in Word, PowerPoint and Excel is a must. Capacity to represent the Foundation through public speaking and travel is required.

In summarizing key priorities in hiring for this position, the individual will ideally be:

- A strategic thinker;
- Creative as to the development of new and authentic partnerships at all levels;
- Flexible and responsive to the need for occasional change in direction;
- A self-starter with strong execution skills;
- Committed to impact through an equity lens; and
- Comfortable with ambiguity.

While regular and predictable on-site attendance in the Chicago office is an essential function and requirement for the role, consideration will be given to candidates that prefer to primarily work remotely from a home office. All qualified candidates should apply with a cover letter describing their interest and a copy of their resume to recruiting@pritzkergroup.com.

Please note that Pritzker Group does not accept unsolicited resumes from search firms or employment agencies. Any unsolicited resumes will become the property of Pritzker Group. No phone calls, please. Pritzker Group does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, political affiliation, disability, veteran status, sexual orientation, gender identity or any other characteristic protected by federal, state or local law.

We look forward to hearing from you!