

The Walton Family Foundation
Associate Program Officer

Job Description

The Walton Family Foundation is seeking a skilled, highly motivated and entrepreneurial individual to join the foundation's Bentonville, Arkansas office as an Associate Program Officer for the Home Region team.

About the Walton Family Foundation

Sam and Helen Walton had an unshakeable belief in the power of people to transform their own lives. As Sam said, there is no limit to what individuals can accomplish if “given the opportunity, the encouragement and the incentive to do their best.” Today that “no limits” philosophy is carried forward by their descendants through the Walton Family Foundation.

Since 2000, the foundation's grantmaking has grown from \$50 million to an anticipated more than \$400 million in 2015. With grantmaking projected to exceed \$2 billion over the next five years, the foundation continues to move forward with increasing intensity, focus and commitment to sustaining the Walton's timeless entrepreneurial values and their deep dedication to making life better for individuals and communities alike. By working with grantees and collaborating with other philanthropic organizations, the foundation is focused on making a positive difference in three primary program areas of collective interest to the Walton Family:

- K-12 education
- Freshwater and marine conservation
- Quality of life initiatives in Arkansas and the Mississippi River Delta Region

In addition to these program areas, the foundation also supports grantmaking interests of individual and groups of Walton family members, as well as independent foundations created by family members. These individualized giving areas represent a high growth area of the foundation.

During 2016, the foundation plans to invest over \$400 million in domestic and international projects that address significant social and environmental issues. The foundation continues to implement and expand grantmaking to fund a positive difference in many diverse communities – and in the lives of the people who call these communities their home.

Headquartered in Bentonville, Arkansas, with offices in Washington, D.C., Jersey City, New Jersey and Denver, Colorado, a staff/consultant base of approximately 95 associates conducts the day-to-day operations of the foundation.

About the Home Region Program

The Home Region's goal is to honor the Walton Family's special and ongoing commitment to the region where they launched one of the best known American business success stories, by creating and sustaining long-term economic development for residents and business in the area. The Home Region's annual grant budget is in excess of \$40 million.

The Home Region accomplishes this goal through two initiatives:

- Northwest Arkansas – focused on attracting and retaining top talent at all levels and ensuring the long-term viability of the region by investing in four major strategy areas that have been shown to impact both current quality of life and the long-term economic viability of the region and its residents. Of note to this position, one of the four strategies focuses specifically on creating and supporting world class pre-K-12 school options.
- Delta Region of Arkansas and Mississippi - focused on addressing key basic needs in targeted counties in order to establish a base on which future economic development can occur by investing in a strategy for Pre-K-12 educational improvement in the broader Delta geography, and three specific strategies targeted to Phillips County, Arkansas, and Coahoma County, Mississippi, where the foundation has worked for a number of years to develop an understanding of the communities, their leaders, and the issues they face.

The Role

Program officers work in a small, entrepreneurial team under the supervision of the Director of the foundation's Home Region Focus Area. This position will be based in the Bentonville, AR office. Specific duties include the following:

- Manage relationships with grantees and potential grantees. This will include seeking and performing due diligence on proposals aligned with the foundation's strategies, particularly in the area of economic development and entrepreneurship; shepherding proposals through the foundation's approval process; and monitoring grantee progress toward objectives.
- Identify potential new partnerships and opportunities, including identifying other funding partners to engage in the region.
- Assist grantees in developing and implementing monitoring, maintenance, and funding strategies that lead to the achievement of strategic goals
- Work with Foundation evaluation staff to implement and refine the Foundation's monitoring and evaluation program.
- Provide other information and assistance as needed to Foundation senior staff and board members.
- Participate in the development of the Home Region Focus area's strategic plans.
- Collaborate with the foundation's communications team in the ongoing development and execution of a strategic communications plan to support Home Region Program work
- Other projects and assignments as requested by the foundation's board, Executive Director or the Home Region Program Director.

Qualifications and Experience

The role requires self-direction and decisiveness combined with flexibility and a capacity to give and receive feedback graciously. The foundation seeks to recruit individuals with superior interpersonal and communication skills, a respectful but analytical approach to the work of grantees, and a proven ability to work effectively as part of a team. The Program Officer should ideally possess the following professional qualifications and personal attributes:

- Bachelor's degree required; relevant master's degree or higher preferred
- 3-5 years work experience, preferably in entrepreneurship and requiring interaction with both internal and external "customers"
- A passionate commitment to the goals of the Walton Family Foundation, Inc. focus areas, and the ability/willingness to adapt as those goals evolve
- Excellent written and oral communication skills
- Attention to detail and problem solving, with a demonstrated capacity to meet deadlines and a commitment to customer service
- Strong technical skills, including knowledge of Microsoft Word, Excel, Outlook, and SharePoint
- Demonstrated organizational, detail-orientation, time management and project-management skills; and
- Demonstrated capacity to work as part of a team, as well as independently
- Intellectual agility and the ability to analyze, think critically, and understand emerging issues that are directly relevant to programmatic funding areas
- Unquestionable ethics and personal integrity
- Ability to build internal and external relationships and networks in order to achieve results.
- Willingness to travel throughout the Arkansas/Mississippi Delta region to evaluate potential grant projects and monitor approved grant projects.

Additional helpful experience includes:

- Nonprofit organization.
- Grant development and management.
- Entrepreneurship in Northwest Arkansas

Compensation and Benefits

The foundation offers an excellent benefits package and a competitive salary that is commensurate with experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is regularly required to stand, reach with hands and arms, and use hands to finger, handle or feel objects and/or controls. The employee is required to sit, walk, talk and hear, and move/carry files. The associate must occasionally lift and/or move up to 25 lbs.

Specific vision abilities required by this job include close vision, color, and the ability to adjust focus in order to handle extensive data collection, analysis and summary reporting. Computer work will be a part of the daily workflow and process.

Work Environment

The work environment characteristics for this job are typical for this type of job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is reflective of a mid-sized office.

Interested candidates should apply at:

<https://waltonfamilyfoundation.applicantharbor.com/jobappstart.php?reqcode=REQ2016101910142>

The Walton Family Foundation is an equal opportunity employer.