

Associate Program Officer | Spencer Foundation

The Spencer Foundation is dedicated to advancing education through the funding of research that addresses critical questions and opportunities in education. We support research that is rigorous, intellectually ambitious, and that supports equitable education systems in order to cultivate learning and transform lives.

Job Summary

The Associate Program Officer (APO) reports to the Director of Programs and plays a crucial role in supporting the Foundation's grant-making and research initiatives. This position involves working closely with Foundation staff to review and support grant proposals and programs and participate in funding decision-making. APO's also help represent the Foundation at professional conferences and meetings. This is a 4-year termed position.

Essential Job Functions

- Supports review processes for grant proposals to make funding decisions in alignment with the Foundation's goals.
- Communicates regularly with the field about the Foundation's mission, grant programs, and the specifics of proposals.
- Represents Spencer at meetings, conferences, and outreach activities to promote the Foundation's mission and initiatives.
- Supports a wide range of workstreams, including evaluating whether grantmaking is meeting the foundations goals, preparing presentations for board meetings, planning convenings at the intersection of research, policy, and practice, and serving on other internal committees and projects, as needed.

Education and Experience

- PhD or EdD with a substantial focus on research in education or related social science field required.
- Expertise in educational psychology, special education, and/or disability studies.
- Strong research and analytic skills, with mixed methods expertise preferred.
- Evidence of continued engagement with scholarly work and an active program of research.

Competencies

- Excellent communication skills (verbal and written) with high attention to detail and organization.
- Ability to manage multiple projects and deadlines to ensure timely delivery of projects in a busy, deadline-driven environment.
- Excels at collaborative work and contributes positively and effectively to team efforts.
- Adept at handling confidential matters with sound judgment and discretion.
- Interest in supporting the scholarship of others.
- Commitment to equity & belonging.

Physical/Sensory and Environmental Requirements

- This position is a hybrid role, with mandatory two (2) days per week in the office. Additional in-office days may be required. This schedule is subject to change.
- A significant amount of time is spent doing detailed computer work either sitting or standing. The primary repetitive motion in which the incumbent is engaged is keyboarding.
- Visual and auditory acuity required.

Working at Spencer

At Spencer, we cultivate a professional, friendly, and collaborative environment that encourages high-quality work and values the unique contributions of each team member. We believe in the capability, dependability, and value of our colleagues, providing them with the resources they need to excel in their roles. We are committed to being a diverse and inclusive workplace. We encourage applicants of different backgrounds, experiences, and perspectives to apply. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sexual orientation, gender, gender identity, age, physical disability, family or parental status, veteran status, socioeconomic status, or length of time spent unemployed.

Pay and Benefits

Pay range: \$89,650 - \$94,000

Benefits:

- Employer-funded insurance: health, dental, vision, life, disability
- Employer-funded 403(b) contributions
- Matching-Gift Program

- Tuition and Student Loan Reimbursement
- Childcare Benefit Program
- Flexible Spending Accounts
- Commuter Benefit Program
- Paid Time off: vacation, personal, sick and holidays
- Professional Development/Conference Attendance
- Hybrid work schedule
- Mentor and research support