William T. Grant Foundation
570 Lexington Avenue, 18th Floor
New York, New York 10022-6837

Associate Program Officer
Position Announcement

The William T. Grant Foundation is seeking a researcher to join our staff as an Associate Program Officer. The Foundation is a national funder of high-quality research on children and youth in the United States. Our two current focus areas are: programs, policies, and practices that reduce inequality in youth outcomes and strategies to improve the use of research evidence in policies and practices that affect youth. Our research support spans various social science disciplines and across child welfare, education, juvenile justice, mental health, employment, and youth programs.

The Associate Program Officer is a member of the Foundation’s Senior Program Team, which is responsible for setting program directions, developing and implementing new program initiatives, reviewing grant applications, and supporting grantee work. This is an exempt position.

Position responsibilities include:
- Reviewing applications for research and other grant programs, and facilitating peer reviews of applications;
- Writing about the Foundation’s research initiatives for various audiences;
- Supporting grantees by reviewing their progress and assisting them in meeting the goals of their grants;
- Organizing meetings with grantees and other funders;
- Supporting the development of new research initiatives and improving existing ones. This may include reviewing the literature, synthesizing findings from funded research, and surveying researchers, practitioners, policymakers, and other funders; and
- Representing the Foundation to applicants and grantees.

Qualifications include:
- Ph.D. or equivalent degree in behavioral, social, education, or health sciences;
- Expertise in social science theory, methods, and data analyses related to the Foundation’s research interests;
- Demonstrated success producing and communicating high-quality research;
- Interest in supporting the scholarship of others;
- Excellent written and oral communications skills;
- Ability to manage multiple demands, establish priorities, and meet deadlines;
- Ability to work with junior and senior staff with professionalism and respect; and
- Integrity, interpersonal skills, wisdom, and good judgment.

How to apply:
Interested applicants should submit a cover letter describing qualifications for the position; curriculum vita; a research publication or other writing sample; and contact information for four references to jlui@wtgrantfdn.org. Review of applications will begin in late February and continue until the position is filled. The expected start date is July 1, 2018, but is negotiable in the event of conflicting prior commitments. The William T. Grant Foundation is an equal opportunity, affirmative action employer.

About the William T. Grant Foundation
The William T. Grant Foundation supports research to improve the lives of young people ages 5-25 in the United States. The Foundation’s grantmaking centers on research that has the potential to advance theory, build empirical evidence, and improve policy and practice. We are currently funding programs, policies, and practices that reduce inequality in youth outcomes, and strategies that improve the use of research evidence in ways that benefit youth. Throughout its 80 year history, the Foundation has awarded grants to prominent researchers yielding research that has been pivotal in improving outcomes for youth and the systems in which they develop. The Foundation’s assets were valued at $342 million in December 2017. Our annual budget is in excess of $18 million. The Foundation is based in New York City and has a full-time staff of 19.

For more information about the Foundation, our funding mechanisms, and our current research interests, please visit www.wtgrantfdn.org.