

**JOB POSTING**

TITLE: Program Officer- Research  
DEPARTMENT: Entrepreneurship  
REPORTS TO: Director of Knowledge Creation and Research  
DATE: June 2019

**BACKGROUND**

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The Ewing Marion Kauffman Foundation was established in the mid-1960s by the late entrepreneur and philanthropist Ewing Marion Kauffman. Based in Kansas City, Missouri, the Kauffman Foundation is among the largest foundations in the United States with an asset base of approximately \$2 billion.

The Foundation's vision is to foster "a society of economically independent individuals who are engaged citizens, contributing to the improvement of their communities." In service of this vision, we focus our grant making and operations on two areas – education and entrepreneurship – which our founder, Ewing Kauffman, saw as two ends of a continuum. A quality education is the foundation for self-sufficiency, preparing young people for success in college and in life. Many young adults will work in businesses started by entrepreneurs. Some will become entrepreneurs themselves, providing jobs and wealth for society.

*Our mission:*

To help individuals attain economic independence by advancing educational achievement and entrepreneurial success, consistent with the aspirations of our founder, Ewing Marion Kauffman.

**RESPONSIBILITIES**

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The Program Officer (PO), Research manages a research and grant portfolio that focuses on data-driven research and metrics to track entrepreneurial ecosystems, and to further research illuminating successful outcomes to support entrepreneurs, organizations that support entrepreneurs, and decision-makers and policy-makers.

*Specific Responsibilities include:*

*Research*

- Work closely with Kauffman Foundation staff, researchers and data scientists, and grantees to develop data and metrics on entrepreneurship and entrepreneurial ecosystems.
- Conduct research and data analysis as needed and oversee research contractors.
- Acquire a wide range of knowledge on all issues that are of interest to the Entrepreneurship Department. The PO may be asked to provide leadership on a particular content subject and contribute to Foundation outputs, while developing expertise on a broad range of issues. Focus on keeping up with the changing landscape of research and data in entrepreneurship.

### *Grant Management*

- Develop and manage grants and research initiatives which are relevant to entrepreneurship support organizations and policymakers and lead to data and metrics that ultimately support the success of entrepreneurs.
- Build and attract researchers and funders through request for proposals, individual grants and working with relevant partners.
- Seek to advance the initiatives of the Foundation, with a deep commitment to using data and research insights to foster informed discussion and ultimately drive research, program and policy improvements.
- Support the development and implementation of the department's broader data strategies and initiatives.
- Represent the Foundation at various conferences and events, including taking relevant speaking engagements.

## **EDUCATION & EXPERIENCE**

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Education: Master's degree in a field with strong applied research focus (e.g. applied social science, public policy, computational social science, empirical economics).

Work Experience: Five years of experience working in a research or grant writing capacity. Experience with research preferred.

Travel: This position may require up to 33% business travel.

## **QUALIFICATIONS**

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Qualified candidates for this position must be highly motivated, capable of self-directed work, detail-oriented and able to work collaboratively across teams and departments. Incumbents must exhibit a keen sense of responsibility and enjoy working with multiple demands, shifting priorities, and constant change.

### A successful candidate profile:

- Ability to construct logical arguments that connect grant outcomes to overall departmental goals
- Adequate understanding of organizational and leadership dynamics in order to identify grantee capacity for success as well as potential risks
- Methodological and analytical rigor and creative insight to identify, shape, and manage high quality research in support of strategic goals of the foundation.
- Capacity to understand basic budgets in order to identify grantee capacity for success as well as potential risks
- Basic understanding of balance sheet and income statements in order to assess grantee capacity for success as well as potential risks
- Strong computer literacy skills, including word processing, spreadsheets, and data base applications, and familiarity with standard software programs, including statistical packages.
- Possesses a passion for "doing what is right," with unquestioned integrity, positive ethics and values reflective of the Kauffman Foundation.

All of the statements in this position description are intended to describe the general nature of the work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. This document describes the position currently available. The organization reserves the right to modify job duties or job descriptions at any time.

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## **COMPENSATION**

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A competitive compensation package, including base salary and an outstanding benefits package will correspond to the experience level, credentials, and skills of the candidate.

## **NON-DISCRIMINATION**

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The Kauffman Foundation firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of age, race, gender, creed, national origin, disability, veteran status, or any other protected category pursuant to applicable federal, state, or local law.

## **TO APPLY**

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Interested applicants can apply for this position by submitting a cover letter and resume to [resume@kauffman.org](mailto:resume@kauffman.org).

*Resumes and cover letters should be submitted in this fashion, please. (last name, first name, resume OR last name, first name, cover letter).*