



Grants Officer



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About the Hewlett Foundation

The William and Flora Hewlett Foundation has been making grants since 1967 to help solve social and environmental problems at home and around the world. The Foundation concentrates its resources on activities in education, the environment, global development and population, performing arts, and philanthropy, and it makes grants to support disadvantaged communities in the San Francisco Bay Area. The Foundation's assets are more than \$9 billion, with annual awards of grants and gifts totaling more than \$400 million. A fourteen-member Board of Directors provides overall direction for the Foundation.

The Foundation's culture and approach to its work are informed by a set of [guiding principles](#) that have been collectively articulated by the staff, board and the president. The Foundation supports personal and professional development opportunities that reinforce active learning and intellectual rigor and encourage diverse perspectives and experimentation.

Learn more about [The William and Flora Hewlett Foundation](#).





About Grants Management at the Hewlett Foundation

The Grants Management team focuses on maximizing the impact and effectiveness of grantmaking at the Hewlett Foundation. It has a unique vantage point across the organization. Working on every program and on every grant, the Grants Management team is a critical partner in the management and implementation of program strategies. The team designs systems to interact with grantees, manage the grant lifecycle, aggregate information, analyze data, and share learning and best practices. Highly regarded across the Foundation for their expertise and collaboration, the Grants Management team prioritizes and values creativity, curiosity, use of best practices, and mutual support.





The Position

The Grants Officer will join a six-person Grants Management team and play an integral role in the creation and sharing of Foundation-wide grants practice frameworks. This position represents a unique opportunity to join one of the sector's most innovative grants management team structures, reporting to a recognized and respected leader in the broader grants management field.

Grants Officers in the Hewlett Foundation model are respected resources, thought partners, and catalysts for innovation. Grants Officers partner with program teams and collaborate closely across administrative functions to facilitate the grantmaking process and achieve foundation goals. They also engage across the Foundation by leading cross-organization projects, committees and initiatives, and engage at all levels in the organization. From developing tools and processes, to implementing systems and advancing best practices, the Grants Officer plays a pivotal role in all grantmaking activities and has a valued voice in all aspects of the Foundation's work.





Key Responsibilities:

- **Program Partnership:** Each Grants Officer is paired with a specific program(s), where s/he is a critical partner in ensuring that operations go smoothly and grants practices are consistent with the Foundation. Serving as a dedicated consultant, the Grants Officer assumes responsibility for ensuring that grant making operations are precise, accurate and efficient. Grants Officers develop an intimate knowledge of their respective program area(s), thus allowing them to provide insights, analysis and learning to help the team as a strategic contributor.
- **Technology and Processes:** Grants Officers develop systems and tools for managing grantmaking. Serving as a liaison to administrative teams across the foundation, Grants Officers also play the role of system translators, ensuring that both the Grants Management and Program perspectives are incorporated into the Foundation's use of technology and innovation within systems and processes.
- **Advising and Training:** Grants Officers focus on specific areas of expertise within the Grants Management portfolio of work and act as consultants and teachers. Ranging from knowledge sharing, forecasting and planning, and data analysis, to developing and deploying learning modules, Grants Officers actively seek ways to share their expert knowledge and create resources and tools to support the Foundation's staff, values, culture, and goals. This includes taking an analytical and problem-solving approach to improve how the Foundation collects, curates and uses knowledge and information about its grants and grantees.
- **Project Management:** Grants Officers lead projects of various sizes and at all levels to advance best practices and goals at the Foundation. This includes establishing scope, timeline and budget for projects, as well as building and managing project teams. As project managers, Grants Officers foster and facilitate inclusion and consensus-building, while also putting forth their own point of view and ensuring project goals are achieved.





Additional, Valued Qualifications

- Project management accreditation and/or equivalent experience
- Data management experience, familiarity with data systems and business process
- Financial or business analysis skills
- Experience in adult learning and training
- Experience in a consulting environment managing large scale projects
- Well-developed facilitation and exceptional communication skills

A Bachelor's Degree is required. Candidates should have a minimum of 7 years of professional work experience. Some knowledge or background in nonprofits, grantmaking, or management/systems consulting environments is an advantage.

To Be Considered

The Hewlett Foundation is an equal opportunity employer and welcomes a diverse pool of candidates for this search. All qualified candidates are encouraged to apply as soon as possible. To be considered, please go to <http://candidateportal.waldronhr.com> and submit your resume and a cover letter expressing your interest and fit for the role.

The search for a Grants Officer is being assisted by a team from Waldron:

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Waldron is honored to work with The William and Flora Hewlett Foundation in the search for a Grants Officer. The Hewlett Foundation does amazing work, and we are doing our best to recruit a team member who will deepen and broaden the Foundation's impact in this area. As the consulting partner strategic leaders choose to help attract, engage, and inspire effective leaders, Waldron provides a unique combination of executive search, leadership development, and career transition services across sectors and industries. Our passion is helping people and organizations realize their full potential and increase their impact.