



**POSITION DESCRIPTION**  
**PROGRAM OFFICER - EDUCATION**  
**CRANKSTART**  
*San Francisco CA – April 2023*

**About Crankstart**

[Crankstart](#) envisions a vibrant, thriving Bay Area, where our region’s prosperity is shared, strengthened, and realized by all who live here. Crankstart is a family foundation, based in San Francisco, working with others to address social issues and their underlying causes. Crankstart’s main interests are education; a thriving democracy; economic mobility; housing security; the environment; and the basic sciences. In 2022, Crankstart made over \$200m in grants, with about 60% going to nonprofits in the San Francisco Bay Area. Crankstart is very much a startup and consists of 10 core team members of diverse backgrounds.

**The Opportunity**

Crankstart is currently hiring a Program Officer to support its philanthropic and community engagement efforts related to early childhood education, out-of-school time, postsecondary success, and educator diversity. The ideal candidate has six or more years of professional experience in various roles across the education ecosystem, a track record of demonstrated results in education settings, and an orientation towards improving outcomes for students and communities who face the most barriers to success. Experience as a practitioner is highly desirable.

The Program Officer shapes and oversees multiple grant portfolios within the education strategy. They lead ongoing development, prioritization, and implementation of discrete funding activities to further the impact of Crankstart’s grantee partners. They collaborate with other programmatic staff to maintain strategic and organizational alignment across issue areas, and drive projects focused on ensuring our grantmaking processes are running smoothly for everyone involved. They identify and meet with organizations to conduct due diligence and make funding recommendations to the Education team and the Board, all while demonstrating Crankstart’s values and remaining grantee-centered. They ensure that the voices, inputs and lived experiences of Crankstart’s grantee partners, community leaders and grantee beneficiaries (e.g., students, clients, residents, etc.) are at the center of the Foundation’s decisions and practices.

As a funder, Crankstart is eager to invest in change through timely grants that move the needle for its partners. Program team members are tasked with leading this charge on tight timelines. The Program Officer will work closely with the Senior Program Officer, Education and Program Officer, Economic Mobility to efficiently source prospective grant opportunities, assess strengths, determine fit, build consensus, and move forward. To be successful in this role, the Program Officer must be an excellent communicator and confident in their ability to lead diligence and decision-making cycles efficiently and effectively.

As a supporter of educational change, Crankstart works closely with leaders in local school districts, city agencies, and non-profit organizations. Crankstart's education funding is focused in the areas of early childhood education, teacher diversity, postsecondary access and success as well as out of school time. Crankstart continuously seeks new opportunities to support ambitious efforts to improve educational services for young people in San Francisco and Oakland. The Program Officer will also manage a small postsecondary-focused grantmaking portfolio in Chicago. In 2023, Crankstart anticipates education grants will total approximately \$40 million.

## **Key Responsibilities**

### Grantmaking and Relationship Management (60%)

- Identify and research organizations who would be strong grantees for Crankstart's funding priorities.
- Coordinate and facilitate conversations with prospective and current grantees to learn more about their work and invite their feedback on Crankstart's work.
- Write and present funding recommendations to the team and to the Board, answering key questions about why Crankstart should support a local nonprofit or community organization.
- Communicate funding decisions to prospective, current, and past grantees with authenticity.
- Plan and coordinate check-ins with grantees and other key partners (e.g., peer funders, local elected officials, etc.) through email, video calls, site visits and phone calls to understand their needs and identify patterns across portfolios.
- Scope and drive special grants projects with multiple stakeholder groups, e.g., Request for Proposals, grantee convenings, etc., in collaboration with other program team members at Crankstart.

### Strategy Development and Alignment (25%)

- Drive strategic alignment across portfolios by proactively surfacing needs, insights, and trends across the education ecosystem that may impact grantmaking strategy and practice.
- Scope and lead strategic learning and evaluation projects to better understand philanthropic impact and effectiveness of funding activities, using historical data from Crankstart's grants to date and research from the field.

- Participate in, and occasionally facilitate, annual strategic planning processes to support team understanding of education.
- Independently organize, allocate, and distribute resources within a portfolio in response to emerging needs or opportunities.

### Team Operations (15%)

- Pilot and iterate on operational systems, processes, and tools that support ongoing practice of team norms and incentivize efficient, trust-based philanthropy.

## **Qualifications**

The Program Officer, Education will be or have the following:

- 6+ years of professional experience in various roles across the education ecosystem; experience as a practitioner is highly desirable.
- Demonstrated results in education settings, and with an orientation towards improving outcomes for students and communities who face the most barriers to success.
- A strategic thinker who does not shy away from prioritization.
- Hungry to make a difference and recognize that big and small tasks alike add value.
- Passionate about supporting and uplifting the work of nonprofit and community leaders in San Francisco, Oakland, and Chicago.
- Energized by the work of collaborating with members of the education community - including students, families, teachers, and organizational administrators - to come up with solutions to the most pressing challenges.
- Excellent verbal and written communication skills with a focus on being able to synthesize complex concepts, information, and a strong point of view to make decisions.
- Experience working on complex, long-term projects that involve a diverse range of stakeholders and types of people, both internal and external to an organization.
- Able to thrive in a dynamic, startup environment; able to shift gears quickly to adapt to changing priorities and enjoy doing a little bit of everything.

### Preferences

- Demonstrated ability to build genuine, productive, trusting relationships with a diverse array of stakeholders and partners.
- Lived experience as a person who carries a marginalized identity or identities is highly desirable.
- Significant experience in teaching, youth development, and/or educational leadership.

## **Location**

Hybrid: The Program Officer must have the ability to travel to Crankstart's San Francisco office three times a week, and travel mostly in/around San Francisco and Oakland to build relationships with partners and grantees.

## Compensation and Benefits

The target salary for this role is \$150,000 - \$170,000. Crankstart offers a competitive salary based on experience and a benefits package including medical, dental, a 15% 401k match, generous vacation and paid holidays, and a generous Employee Giving Alignment Program.

## To Apply

Martha Montag Brown & Associates, LLC, in strategic partnership with Gumbs + Partners has been retained to conduct this search. Interested and qualified candidates should apply by sending a resume and substantive cover letter by email to [search@marthamontagbrown.com](mailto:search@marthamontagbrown.com). All correspondence will remain confidential.

Crankstart is an equal opportunity employer and does not discriminate on the basis of race, religion, national origin, gender, sexual orientation, gender identity or expression, marital status, mental or physical disability, veteran status, age, or any other legally protected status. Crankstart also prohibits harassment of applicants or employees in any of these protected categories. We continue to prioritize the health and safety of our employees and partners. Consistent with that commitment and in light of the substantial and growing body of evidence that vaccinations remain the most effective protection against the spread of COVID-19, we require that members of our workforce be fully vaccinated.