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. We seek to increase understanding of ways to reduce inequality in youth outcomes and of the use of research in policy and practice. This includes research in various social science disciplines and across child welfare, education, juvenile justice, mental health, 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.

Responsibilities include:
• Reviewing applications for research and fellowship programs, and facilitating peer reviews of applications;
• 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;
• Supporting grantees by reviewing their progress reports, assisting them in meeting the goals of their grants, and organizing grantee meetings;
• Writing about the Foundation’s research initiatives for various audiences; and
• Representing the Foundation to applicants, grantees, other funders, practitioners, and policymakers.

We welcome applicants who can devote 100 percent time to the Foundation’s work, but are willing to negotiate up to 20 percent time spent on independent research for the first year. This position entails a three-year term with the possibility of renewal.

Qualifications include:
• Ph.D. or equivalent degree in behavioral, social, education, or health sciences;
• At least two years of post-degree engagement in scholarly work;
• Expertise in social science theory, methods, and data analyses related to the Foundation’s research interests and success producing high-quality research;
• Demonstrated 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, respect, and good humor; and
• Integrity, interpersonal skills, wisdom, and good judgment.

Interested applicants should submit a cover letter describing qualifications for the position; curriculum vita; a writing sample; and contact information for four references to jlu@wtgrantfdn.org. Review of applications will begin in late February and continue until the
position is filled. The expected start date is spring or summer 2014, but is negotiable in the event of conflicting prior commitments.

**About the William T. Grant Foundation**

Since 1936, the William T. Grant Foundation has been committed to furthering the understanding of human behavior through research. Today, the Foundation continues to support research to inform theory, policy, and practice to improve the lives of young people. The Foundation’s assets were valued at $315 million at October 2013. Our annual budget is in excess of $16 million. The Foundation is based in New York City and has a full-time staff of 19 people. Adam Gamoran, a sociologist and education policy scholar, is the Foundation’s President.

For more information about the Foundation, our funding mechanisms, and our current research interests, please visit [www.wtgrantfdn.org](http://www.wtgrantfdn.org).