



## POSITION DESCRIPTION

### POOR AND NEEDY DIVISION GREAT EXPECTATIONS SENIOR PROGRAM OFFICER

#### **ROLE CONCEPT**

Reporting to the Director of the Poor and Needy Division, the [Great Expectations](#) Senior Program Officer (PO) is one of two primary contacts at the Kate B. Reynolds Charitable Trust for all aspects of Great Expectations. Focused on ensuring financially disadvantaged children have the foundation to succeed in school in life by the time they complete kindergarten, Great Expectations is the Trust's decade-long initiative to invest \$30 to \$40 million over 10 to 15 years in Forsyth County's youngest children.

The Great Expectations Senior PO will coordinate closely with the Poor and Needy Division Director and the GE Activating Agency—a nonprofit hired by the Trust to oversee Great Expectations strategy, work closely with community partners and residents across Forsyth County, and provide additional staffing capacity on the ground.

The Great Expectations Senior PO is responsible for ensuring that the day-to-day operations and investments of the initiative are aligned with the [Great Expectations Activation Plan](#) and in service to the work's long-term goal that at least 90% of all financially disadvantaged children living in Forsyth County between the ages of zero and six will:

- Reach age-appropriate developmental milestones from birth to entry into 1<sup>st</sup> grade.
- Enter kindergarten healthy and ready for the grand adventure of schooling.
- Graduate from kindergarten healthy and with the knowledge, skills and behaviors expected for success in 1<sup>st</sup> grade.

This coordinated effort includes continuously monitoring investment intensities, approaches and design throughout each phase of Great Expectations.

#### **Specific areas of responsibility and action include:**

- Develop, manage and drive implementation of all Great Expectations work.
- Provide day-to-day leadership to Trust staff with regard to Great Expectations work.
- Provide leadership and support for grantmaking related to Great Expectations.
- Work closely with the Trust's Director of Communications and the Activating Agency to outline key messages and tactics to communicate about the work and engage the community throughout the Great Expectations initiative.
- Work closely with the Director of Learning and Evaluation and the Activating Agency to develop and drive an agreed-upon set of indicators to be used for measuring program progress against established outcomes as well as coordination of data-collection efforts.

- Work collaboratively with the Activating Agency to monitor all reporting and evaluation efforts being conducted of GE grantees and investments.
- Work collaboratively with the Activating Agency on convening and managing grantee and stakeholder gatherings.
- Identify areas for improving the Great Expectations Activation Plan based on experiences and learnings gained from prior real time implementation.
- Review plans for all programs/services funded under Great Expectations and work collaboratively with the Activating Agency to determine next steps.
- Meet regularly with the Activating Agency to monitor progress and evaluate needs across existing and prospective grantees and GE investments.
- Prepare and submit reports to the Poor and Needy Division Director outlining progress made, potential risks and needs, success stories, and other required reporting elements.
- Work actively with the Director of the Poor and Needy Division and the Activating Agency to secure additional funders and investors for the Great Expectations work.

## **QUALIFICATIONS**

- Advanced degree in education, early childhood education, human services or related field preferred. Minimum of 10 years of related work experience. Previous grantmaking experience desirable.
- Previous experience and achievement leading or initiating major projects or initiatives through to completion.
- Broad knowledge of early care, including health and education systems, and an ongoing interest in trends in the human services and educational policy fields.
- Ability to effectively work with individuals and organizations from all sectors of the community.
- Excellent verbal, written, and analytical skills.
- The successful candidate will have a strong results orientation, along with humility and a proven commitment to equity and equality.
- Ability to work independently and cooperatively on multiple assignments.
- Ability to manage and supervise consultants, contractors, interns and similar relationships.
- The individual will have exceptional standards of professionalism: high integrity, honesty, and a commitment to quality and teamwork.

*The Kate B. Reynolds Charitable Trust was established in 1947 and is now one of the largest private trusts in North Carolina. Its mission is to improve the quality of life and quality of health for the financially needy of North Carolina. The Health Care Division promotes wellness state-wide by investing in prevention and treatment. The Poor and Needy Division of the Trust responds to basic life needs and invests in solutions that improve the quality of life and health for financially needy residents of Forsyth County. Wells Fargo, serves as sole trustee.*