



## **Education Equity Program Officer**

### **JOB DESCRIPTION & POSTING**

**POSTED: February 6, 2024**

### **ABOUT THE INLAND EMPIRE COMMUNITY FOUNDATION**

The Inland Empire Community Foundation (IECF) is the Inland Empire's largest community foundation serving a growing, diverse, and vast region of communities and thousands of donors. IECF has served the region for 80 years and holds \$130 million in donor and agency funds directed to causes that benefit the region. Over the last five years, IECF has emerged as a leading anchor organization, driving funding and strategy for a more resilient and collaborative region. Today, IECF is using the Vital Conditions Framework to understand the conditions communities and individuals need to live thriving, healthy lives. Lifelong Learning is one of the seven Vital Conditions and is essential for a healthy life. Education and career pathways are key to the equitable growth of the Inland Empire, and the region's ability to secure and create high quality jobs for its diverse population. IECF manages the region's largest distribution of scholarship funds, with a focus on needs-based scholarships, and has been a partner with the Bill and Melinda Gates Foundation and regional groups on issues like dual enrollment, childhood expulsion, and teacher workforce.

### **JOB SUMMARY**

IECF is seeking a justice and equity-oriented Education Equity Program Officer to shape and guide our education funding programs and regional engagement to ensure all Inland Empire students have fair and just opportunities to maximize their educational success. Reporting to IECF's Senior Vice President for Grants and Community Impact, with involvement by the CEO, the Program Officer will lead a foundation strategy to reduce barriers and advance educational justice for underserved and under-resourced students of color, low-income students, English language learners, students with disabilities, and other marginalized groups.

Key duties include developing IECF's strategic plan for education equity grantmaking, partnering with regional and statewide education stakeholders, designing targeted grant programs to expand opportunities for students of color and low-income students, and evaluating the impact of foundation investments in closing achievement gaps. We seek an experienced equity champion to drive meaningful change through our education-focused community investments and provide additional capacity to the

Inland Empire's shared goal of increasing educational attainment to spur the creation of high road jobs. Qualifications include 5+ years in education or education policy, knowledge of research-based equity practices, project management skills, and the ability to collaborate effectively and convene diverse community partners.

## **KEY RESPONSIBILITIES**

The Program Officer will guide all aspects of our education funding to reduce barriers and create more just opportunities for student groups facing the greatest marginalization in the Inland Empire.

- Develop and oversee the implementation of a strategic plan to advance equity in education for marginalized student groups through the foundation's grant programs and initiatives;
- Understand and apply current research on educational disparities and gaps in achievement among student groups in Inland Empire school districts;
- Evaluate and apply national and state policy efforts on education and workforce efforts in the IE;
- Build partnerships with school districts, education nonprofits, community organizations, students, and families to inform the foundation's education funding priorities;
- Design education grant programs focused on needs such as teacher preparation and teacher recruitment pipeline, early literacy, college access and persistence, social-emotional learning, culturally responsive teaching, discipline reform, and support for multilingual learners;
- Evaluate the effectiveness of foundation education grants and programs in expanding opportunities for underserved students;
- Represent the foundation to national, statewide and regional stakeholders and education leaders to build support for equity initiatives in the IE;
- Lead and/or participate in education advisory committees to solicit input and engagement from diverse community members and education experts;
- Support IECF's convening power by facilitating collaborations to advance strategies;
- Build partnerships with state and national funders to resource educational equity initiatives;
- Ensure inter-office communications on initiatives and data, including donor engagement and integration of education efforts into other IECF initiatives;
- Manage grants, budgets, and staff.

## **QUALIFICATIONS**

To achieve education justice in the Inland Empire, we seek an equity champion ready to lead transformative change in our education grantmaking.

- Master's degree or higher in Education, Education Policy, Equity Studies, Public Administration, Nonprofit Leadership, or a related field;
- 5+ years of experience working directly on education equity initiatives, such as through an education nonprofit, school district, or advocacy organization;
- Deep understanding of research, theory, and best practices to promote equity and justice in K-12 school policies, culture, and instruction;
- Working knowledge of key national and state policy and legislative issues impacting educational outcomes;

- Knowledge of root causes and contemporary manifestations of discrimination against underserved student populations based on race, disability, language, socioeconomic, and other marginalized identities;
- Direct experience evaluating student outcomes and achievement gaps using quantitative and qualitative data disaggregated by race, income, language, and other demographic factors;
- Track record of developing strategic plans that can advance education equity along with the demonstrated ability to lead and manage the implementation process;
- Success building collaborative partnerships and consensus among a diverse range of education stakeholders (school boards, district leaders, principals, teachers, families, students) to advance equity goals;
- Ability to center the voices, experiences, and stated needs of historically marginalized students and families most impacted by educational inequities and barriers to opportunity.

We aim to fund meaningful change in regional and local education systems through strategic investments grounded in community guidance and research-based equity best practices. Our Program Officer will balance data-driven strategic thinking with empathy, compassion, and cultural competence in leading this work.

## **COMPENSATION AND BENEFITS**

Compensation will be commensurate with skill level and experience with an annual performance and salary review; anticipated hiring salary range for this position is \$85,000-\$105,000 based on proven experience meeting the qualifications in the job description.

Benefits include paid medical, dental, vision and life insurance; 12 paid holidays, vacation and sick time; 401k match and more.

## **EEO STATEMENT**

Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The company will not discriminate on the basis of race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

## **HOW TO APPLY**

Please send a cover letter outlining your fit and passion for the job of **Education Equity Program Officer** along with a resume to **Kim Potter** ([kpotter@iegives.org](mailto:kpotter@iegives.org)). The position will remain open until a successful candidate is found and hired. The full Job Description for the position can be found here [iegives.org/about/iecf-overview/#job-opportunities](http://iegives.org/about/iecf-overview/#job-opportunities). Please check our website to determine if the posting is still open. For questions, contact **Kim Potter, Executive Assistant**, [kpotter@iegives.org](mailto:kpotter@iegives.org).

To learn more about the Inland Empire Community Foundation, please go to [www.iegives.org](http://www.iegives.org).