



CHARLES AND LYNN
SCHUSTERMAN
FAMILY FOUNDATION

Program Officer, Technology

Atlanta, GA

FOUNDATION SUMMARY:

The Charles and Lynn Schusterman Family Foundation (Schusterman) is a global organization that seeks to improve lives, strengthen communities and reduce inequality. Our philanthropic vision is grounded in a commitment to pursue justice, repair the world and treat all people with dignity and civility. We invest in efforts to improve public education in the United States, strengthen the Jewish people and Israel, and address the needs of marginalized individuals and communities. www.schusterman.org

JOB SUMMARY:

The Program Officer (PO) is a member of Technology team based out of Schusterman's Atlanta, GA office and will support the REALITY program team and serves as their primary liaison to the Technology team. The PO also assists the Technology team and Senior Program Officer with foundation wide projects, and supports REALITY staff members in creating and implementing logistical plans, data collection and content for REALITY programming around the world. A description of the REALITY program may be found at <https://www.schusterman.org/realityexperience/about>.

QUALIFICATIONS:

The following qualifications are representative of the high level of demonstrated skills, maturity, judgment and ability to work with a wide range of constituencies required of Schusterman employees:

- At least 3 years of relevant professional experience required. A Bachelor's degree is required.
- Excellent verbal, written communication and interpersonal skills necessary to develop cooperative working relationships with supervisory personnel, co-workers, program participants, grantees and the general public required.
- A high degree of flexibility in order to achieve organizational objectives and meet its demands/needs required, including the ability to participate in local and remote meetings and phone calls outside typical North American business hours in order to support the organization's international team required.
- Ability to exercise discretion and tact in difficult or confidential situations and an ability to project a positive, professional image to the public required.
- Ability to travel domestically and internationally required.
- Experience using and/or managing information systems, including Salesforce, Form Assembly, Marketing Cloud or equivalent systems required. Prior experience with Salesforce strongly preferred, however, extensive training is expected.
- Experience managing GDPR compliance and other data privacy regulations, strongly preferred.
- Strong ability to quickly gain expertise in new technologies required.
- Experience using a standard database including an understanding about how to write a simple query, and handle results in various formats required. Managing data with Salesforce strongly preferred.
- Demonstrable experience creating HTML for email, and a thorough understanding of HTML and email best practices required.
- Demonstrated experience using technology and possessing thorough knowledge of: (a) modern office practices, automations and procedures; (b) the use of office machines, equipment and software; and (c) modern social media tools required.
- Demonstrable expertise with advanced features in Microsoft Outlook, Word, Excel and PowerPoint and general web skills required.

How to Apply

Interested applicants should submit a cover letter and resume to jobs@schusterman.org with a subject line of “Program Officer – Tech ATL.”. Schusterman does not cover relocation expenses for this position.

The Charles and Lynn Schusterman Family Foundation is an Equal Opportunity Employer. Schusterman promotes diversity and provides equal employment opportunities without regard to race, color, national origin, ancestry, sex, gender, gender identity, gender expression, religious creed, disability, genetic information, age, marital status, sexual orientation, or military and veteran status. We encourage individuals of all backgrounds to apply.