

Program Officer, Lone Pine Foundation **LONE PINE CAPITAL LLC**

Overview:

The Lone Pine Foundation, Inc. ("Foundation") is a private foundation in Greenwich, Connecticut funded by the employees of Lone Pine Capital LLC ("Lone Pine Capital"). Lone Pine Foundation was founded in 2001 to help children and families in need. The Foundation's mission is to fight poverty through education. The Foundation awards grants to education programs that serve low-income families and children from cradle to career. The Foundation has awarded over \$100 million in grants since inception. All 100+ Lone Pine Capital full-time employees are equal voting members of the Foundation Board. While all administrative expenses are covered by Lone Pine Capital, the Foundation is funded by the Board Member's annual contributions. The Foundation awards grants to organizations with programs located where the majority of the Foundation's Board Members reside, specifically in Fairfield County, CT, New York City, NY, Westchester County, NY, and Bay Area, CA. For more information, please visit www.lonepinefoundation.org

Position Summary:

Reporting to the Associate Director, the Program Officer will be focused on grantmaking, Board engagement and communication. The position will help LPF staff to implement the Foundation's mission and create the greatest impact in youth development and education while fostering a spirit of philanthropy among its Board Members.

This role is based in Greenwich, CT and will be partially remote on the following designated days:

- Every Friday from the first business day in September following Labor Day through the week preceding Memorial Day
- Every Thursday and Friday from the week of Memorial Day through and including the first Friday in September preceding Labor Day
- From the Monday before the Thanksgiving holiday is observed, through and including the Friday of that week
- From December 26 through and including January 1

Board Engagement and Administration:

- Coordinate LPF Board engagement opportunities (volunteer events, site visits, etc.)
- Coordinate internal and external events with grantees and LPF Board members
- Support internal communications to Board members
- Manage corporate matching gift program
- Research and editing responsibilities
- General administrative tasks

Grantmaking:

- Manage portfolio of grantees including reviewing grant proposals, performing essential due diligence and evaluation on assigned grant cycles
- Prepare summaries of grant proposals
- Liaise with grantees to organize meetings and site visits
- Coordinate internal meetings with LPF Board members
- Prepare for Board meetings, including preparation of Board meeting materials
- Grantmaking database management
- Support non-portfolio grantmaking

Required Skills and Attributes:

- 3-5 years' experience in nonprofit or education sector
- Deep commitment to the Foundation's mission and a strong sense of personal integrity
- Adaptable, collaborative, and flexible team player
- Organized and comfortable working in a fast-paced environment with high standards

- Ability to exercise diplomacy and solid judgment while working with Lone Pine team, external partners, and grantees
- Comfortable acting as a thought partner in a range of situations with colleagues of all levels of seniority
- Self-starter able to work independently and proactively
- Holds a high bar for quality of own work and others
- Strategic but detail-oriented; ability to see big picture but be thorough
- Approaches partnerships with grantees with humility and collaborative mindset
- Committed to development of personal leadership skills
- Proficiency with Microsoft Office (i.e. Word, Excel, Outlook, PowerPoint) and general comfort with technology and software
- Excellent analytical, writing and editing skills

About Lone Pine Capital:

Lone Pine is a research-driven, fundamental equity investor founded in 1997. Since inception, we have focused on developing a leading investment platform that distills global, cross-sector idiosyncratic and thematic research into concentrated portfolios of our best ideas in public or private markets. Our integrated team works collaboratively to invest across both public equity and private growth equity to generate attractive risk-adjusted returns for our partners, on whose behalf we manage approximately \$15BN of AUM.

We provide comprehensive benefits to support our employees, their careers, their health, and their well-being, including the following:

- Competitive compensation structure
- Fully paid health care benefits for employees and dependents
- Generous parental and family leave policies
- Paid vacation and sick time
- Mental and physical wellness programs
- Tuition assistance
- A 401(k) savings program with a generous employer match
- Environmentally-friendly workspaces with space for appropriate social distancing
- Relocation assistance available

How to Apply:

- Please submit all resumes and cover letters to LPF@lpcap.com with “Program Officer Position” in the subject line.