



POSITION DESCRIPTION

PROGRAM OFFICER

The Tauck Family Foundation (TFF) is a multi-generational, private family foundation founded in 1994. TFF's mission is to support communities most impacted by climate and environmental challenges to strengthen and maintain healthy, regenerative ecosystems and land use practices through education and engagement. To advance this mission, the Foundation provides grants to [values-aligned](#) organizations and efforts across the globe – guided by an active Board of Directors representing two generations of the Tauck family. For more information, visit <https://tauckfamilyfoundation.org>.

WHERE WE ARE TODAY:

We are seeking a thoughtful and strategic Program Officer to join our expanding team during an exciting period of growth for the foundation. Reporting to and working closely with the Executive Director, the Program Officer will manage an active grantee portfolio while playing a central, cross-functional role in advancing the Foundation's strategic priorities. This position is responsible for translating strategy into actionable grantmaking, strong board engagement, and measurable impact.

The ideal candidate is a collaborative, adaptable self-starter who is equally comfortable managing details and contributing as a thoughtful partner in advancing the Foundation's mission. They will foster strong working relationships, a high level of mutual trust, and effective channels of communication with colleagues including grantees, Board and family members, other funders, and collaborators. They are a highly organized, proactive relationship-builder with at least five years of program or grantmaking experience, strong analytical and communication skills, and the ability to synthesize complex information into clear strategy and action.

This individual will manage a portfolio of grantees – sourcing, vetting, and supporting partners while maintaining positive and consistent relationships that demonstrate a genuine commitment to their success. They will bring rigor to performance management by developing dashboards, tracking outcomes, and using data within the Foundation's grantmaking system Foundant as well as utilizing field insights to continuously refine strategy. They will also play a key role in governance, preparing board materials, facilitating engagement opportunities, and ensuring clear, compelling communications across stakeholders.

RESPONSIBILITIES:

Strategy, Planning, and Performance Management

- Partner closely with the Executive Director to implement the Foundation's strategic priorities, with a focus on grantmaking and Board engagement.
- Develop and maintain dashboards and metrics to track progress and inform decision-making.
- Analyze data and field trends to support ongoing learning and refinement of strategy.

Grantmaking

- Manage a portfolio of grantees, building strong relationships to support their success and impact.
- Identify opportunities for collaboration and networking among grantees, partner foundations, and consultants; vet and support technical assistance opportunities for grantees.
- Oversee the full grant lifecycle (sourcing, due diligence, application support, progress monitoring, reporting, and evaluation).
- Manage grantee pipeline and outreach, including inquiries and identifying new opportunities.
- Support non-portfolio grantmaking.
- Maintain and optimize the grants management system (Foundant).

Governance and Board Relations

- Provide comprehensive support for Board and committee meetings: summarize and distill information from grantees; curate and synthesize field-wide trends, research, and peer foundation activity to keep trustees informed; and develop and deliver presentations.
- Identify and facilitate opportunities for Board engagement with the Foundation's work including grantee site visits and other learning experiences.
- Support Board committees as needed.

Communications and External Relations

- Develop clear, consistent, high-quality materials and communications across website, email, and social media.
- Represent the Foundation externally at conferences and events and serve as a compelling spokesperson, presenting to partners – including funders and grantees – with clarity, credibility, and strategic insight.
- Stay current on the Foundation's focus areas and broader philanthropy and synthesize insights from research and field engagement to inform the Foundation's work.

QUALIFICATIONS:

Our ideal candidate will embody the values of TFF and, with a humble spirit, bring a strong commitment to the mission through leadership and strategic insights with the following skills and characteristics:

- Bachelor's degree or equivalent combination of education and relevant work experience.
- 5+ years' experience managing programs or initiatives, including identifying and evaluating potential partners; making selection or funding recommendations; and providing ongoing support to partners.
- Demonstrated record of building relationships and facilitating conversations with a variety of stakeholders across diverse communities.
- Confident thought partner to colleagues at all levels.
- Self-starter with excellent organizational skills, attention to detail, and ability to effectively manage multiple priorities independently.
- Proven ability to translate complex information – including data, research, and lived experience – into clear strategy and action.
- Strong written and verbal communication skills, with experience presenting to external audiences.
- High-energy, proactive, with a drive to advance new opportunities for impact.
- Adaptable, collaborative, and a flexible team player within a fast-paced environment.

Candidates who demonstrate these additional qualities will be given elevated consideration in the selection process:

- Experience in a mission-aligned field.
- Experience working within philanthropy, particularly a family foundation.
- Comfort engaging with and supporting next-generation family members.
- Familiarity with Foundant or similar grants management systems.

COMPENSATION AND BENEFITS:

This is a full-time, exempt, salaried position with a hybrid schedule that includes at least one day per week in the Wilton, CT office, with additional in-office presence as needed to support the family and foundation's priorities; occasional travel to conferences and learning sessions is expected to build and strengthen relationships with peers and partners, and periodic evening and weekend meetings are required. The salary range is \$85,000-\$115,000 dependent on relevant qualifications and experience. The successful candidate is eligible for benefits, including individual health insurance benefits, 401k retirement plan, short-term disability insurance, and professional development opportunities.

EQUAL OPPORTUNITY EMPLOYER:

TFF is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, age, sexual orientation, gender identity, national origin, veteran, or disability status.

TO APPLY:

The search is being conducted by The Strategy Group. To apply:

- Submit a resume and a compelling letter of interest via email.
- Send cover letter and resume as ONE PDF DOCUMENT titled “LAST NAME TFF SEARCH” to nonprofitjobs@thestrategygroupllc.org.
- Please title emails as **TFF PROGRAM OFFICER SEARCH** in the subject line.

Resumes will be accepted until the position is filled.