



Position: Program Officer - Social Impact

Department: Walton Personal Philanthropy Group (WPPG)

Reporting to: WPPG Deputy Director of Philanthropy Services

Location: Denver, CO

About the Position

The Program Officer - Social Impact is responsible for working with several Walton family members (the Principals) and their teams to support and execute their personal strategic philanthropy and social impact goals and in targeted issue areas and geographies using a range of grant making and social impact tools.

This position will report to the WPPG Deputy Director of Philanthropy Services and will be located in Denver, Colorado.

What you will do

You will provide philanthropy and social impact -related services for the Principals and their Initiative Directors, primarily in grant management, partner relationship management, grant administration, and impact evaluation.

Responsibilities

- Develop and execute grants and pay for performance contracts: conduct due diligence on organizations, their leadership and capacity to carry out programs; define grant terms and expectations; obtain agreement on reasonable outputs and outcomes including how they will be measured and reported; review budgets for appropriate expenditures; conduct site visits; monitor ongoing operations, review financial and narrative reports and ensure timely payments.
- For targeted issue areas identified by the Principals and their Initiative Directors, research the outstanding need in focus geographies, refine and execute strategies and develop goals for impact. Identify optimal partners for support.
- Identify and track metrics to measure and monitor the impact of portfolio grants and investments—both at the individual partner and initiative-level. Create mechanisms for mid-course corrections as needed
- Collaborate with departments across Walton Enterprises to provide coordinated support to the Initiative Directors; coordinate with other professionals in HR, Legal, etc. to work through issues and arrive at solutions.
- Serve as an expert resource for the Initiative Directors on grantmaking best practices, foundation administration and other philanthropy topics.
- Ensure a positive experience for the Initiative Directors through superior client service; be proactive in anticipating needs, effectively communicate progress, and provide accurate, timely resolution of issues when they arise.
- Effectively manage workflow and processes through clear communication that is simple, effective and customized.
- Manage other projects and assignments as requested.



Who we are looking for

You are a strategic self-starter who can tackle complex issues, identify potential philanthropic solutions, and work with others to implement plans, all in service to the Principals and their goals for social impact. You have superior client service skills and instincts and can serve as an expert advisor and representative for the Principals and their Initiative Directors in their social impact efforts.

As a generalist Program Officer, this position calls on a breadth of knowledge rather than depth in one content area. Most important is an understanding of effective grant making and social impact strategies that can be applied across any program area. However, knowledge of and experience in education/workforce development and nutrition and wellness is a plus.

Qualifications required for your success

- **7+ years of grantmaking experience**
- Ability to analyze and synthesize quantitative and qualitative data
- Strong time management and organizational skills including experience managing multiple project flows
- Knowledge of financial and accounting principles (e.g., experience navigating financial statements, an organization's budget)
- Experience developing grant proposals, managing grants and grantees, and evaluating impact
- A cover letter must be submitted with your application

Additional Helpful Experience Includes

- Excellent written and oral communication skills
- Adaptive mindset and flexible disposition
- Creative problem-solver with natural intellectual curiosity
- Willingness to learn and dive into new context areas and social change vehicles
- Experience acting as a trusted advisor to clients, colleagues and consultants
- Experience in a consulting and/or investment firm
- Grantmaking and/or foundation management
- Contract management
- Entrepreneurial or Intrapreneurial experience, taking and managing associated risks
- Knowledge of, or demonstrated interest in, the areas of education/workforce development and youth nutrition and wellness

Personal attributes that support your success

- Strong orientation for client service; ability to assess and meet the Principals' goals and preferences. A passion to serve in a way that demonstrates respect and care for family and staff and exceeds expectations.
- Intellectual agility and the ability to analyze, think critically, develop strategic approaches, and understand varied areas of interest. Able to effectively synthesize information and glean key points from research as well as interactions with the Principals, their Initiative Directors, and others.
- Comfortable working autonomously but also with a broader team serving the Principals. Able to be flexible and adaptable, comfortable with uncertainty.
- Ability to serve as a trusted advisor to Principals, colleagues and grantees and exhibit humility, integrity and exercise sound judgement and confidentiality.



- Strong communication skills, in person, via phone, and through written communication. Very skilled with Word, PowerPoint and Excel.
- Relentless in the pursuit of excellence and continuous improvement. You have a proven background of enhancing processes, systems and platforms to increase success and operational efficiency. You give and receive feedback graciously, all with the aim of improving the experience and success of the Principals.

How to apply: Only applicants who submit a resume and cover letter will be considered

<https://enterprises.applicantharbor.com/jobappstart.php?reqcode=REQ202051416313>

About the Walton Personal Philanthropy Group

The Walton Personal Philanthropy Group (WPPG) provides services to the family of Sam and Helen Walton to support their individual philanthropic activities. These services for the family and their related entities include program and grant management, strategy consulting and grant administration. WPPG is a part of Walton Enterprises, the family office of the Walton family.

About Walton Enterprises

Walton Enterprises (WEI) is a family office serving the personal and financial needs of multiple generations of the Walton family. Guided by Sam Walton's values, WEI's mission is to enable all family members to reach their personal, philanthropic, and business aspirations.

As the family's wealth grows and a new generation takes on more meaningful roles, WEI is expanding the scope, depth and sophistication of its services, which include wealth management, legal, accounting, tax, risk management/insurance, technology, HR, construction, facilities management, as well as oversight of external resources and services for family members and their related entities. This is an exciting time to be part of this world class team.

Walton Enterprises is an equal opportunity employer and is committed to building and maintaining a culturally diverse workplace. We encourage women, minorities, individuals with disabilities and veterans to apply. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status of protected veteran or status as a qualified individual with a disability.