



Program Director



Knight Foundation, in partnership with Carrington & Carrington, Ltd. Diversity Executive Search, aims to deliver talent and diversity to its workforce.

Prospectus 2023



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Introduction

The Knight brothers believed that a well-informed community could best determine its own true interests and was essential to a well-functioning, representative democracy. The brothers pursued those beliefs, building and running one of America's largest and most successful 20th century newspaper companies.

The Knights formed Knight Foundation to promote excellence in journalism and the success of the communities in which they worked, in the words of Jim Knight. The company was sold, and the foundation, ever evolving, carries on this work.

Programs

Journalism

The Knight Foundation champions the First Amendment and support journalism excellence in the digital age.

Communities

The Knight Foundation invests in cities where the Knight brothers once published newspapers, helping them attract and nurture talent, promote economic opportunity, and foster civic engagement.

Arts

The Knight Foundation believes great art connects people to place and each other; supporting art that engages, educates, and delights residents in ways that are authentic to each community.

Learning and Impact

The Knight Foundation seeks to understand the broader context of the work and the impact of programs being supported. The Knight Foundation disseminates information and insight to relevant fields and communities in ways that are frank and clear, and advance learning, social development, and future intelligent grant-making.

Knight Communities

Knight Foundation's work is national in scope, but it has a special focus on 26 communities where John S. and James L. Knight once published newspapers. Knight has offices in eight of those U.S. cities, and Knight staff work through community foundations in 18 others.



About the Role

POSITION DESCRIPTION

POSITION TITLE: Program Director

ORGANIZATION: Knight Foundation

LOCATION: Detroit, MI

SUMMARY: Program staff are social investors whose success is measured by securing impact as a return on Knight Foundation's investment. Program staff set strategy based on the foundation's vision of informed and engaged communities toward a more effective democracy - and then they make it happen. With a hunger for and openness to new ideas, program staff engage broad swaths of the community to leverage and accelerate transformational change. Program staff are comfortable being out front, ushering change to the status quo and the inherent conflict and risk that comes with it. Program staff report up into the vice president of program.

RESPONSIBILITIES:

- Drive impact by focusing grantmaking on measurable, desired outcomes that are aligned to strategy and own the assessment of those outcomes for learning and adaptation.
- Engage grantees in refining and evaluating outcome goals for long-term impact throughout the life of the grant.
- Connect with the idea generators who will drive transformational change and cultivate a diverse network of relationships with partners and thought leaders.
- Calculate the possibilities of every grant through the lens of business sustainability.
- Be in relationship with grantees and keep them informed and engaged to facilitate positive relationships even in grant declinations and to effectively manage expectations.
- Evaluate and complete due diligence on opportunities and anticipate and act on the need for grant counsel and support from other foundation departments; prepare for, manage and drive that input.
- Collaborate with communications to create synergy and expand awareness of Knight Foundation; represent the foundation at events; act as spokesperson about foundation values and strategy.
- Find and integrate multiple and varied viewpoints when solving problems and opportunities; maintain awareness of major developments in the world as they relate to portfolio; continuously enhance subject matter expertise to drive impact.



QUALITIES:

- Discovery of the facts, vision to see what's possible, courage to push for change, know-how to get it done and tenacity to stick with it until you get results.

LEADERSHIP CHARACTERISTICS:

- Accountability, Action Oriented, Builds Networks, Business Insight, Collaborates, Communicates Effectively, Courage, Cultivates Innovation, Drives Engagement, Drives Results, Drives with Vision and Purpose, Financial Acumen, Manages Ambiguity, Manages Complexity, Values Differences, Strategic Mindset

REQUIREMENTS:

- Project management expertise
- Impeccable writing
- Data analysis and manipulation proficiency
- Travel to sites outside the home location
- Take direction from manager to determine other duties and annual goals
- Adherence to foundation information governance practices and records retention processes
- Operate routine office equipment and lift objects up to fifteen pounds

SALARY:

\$160,000

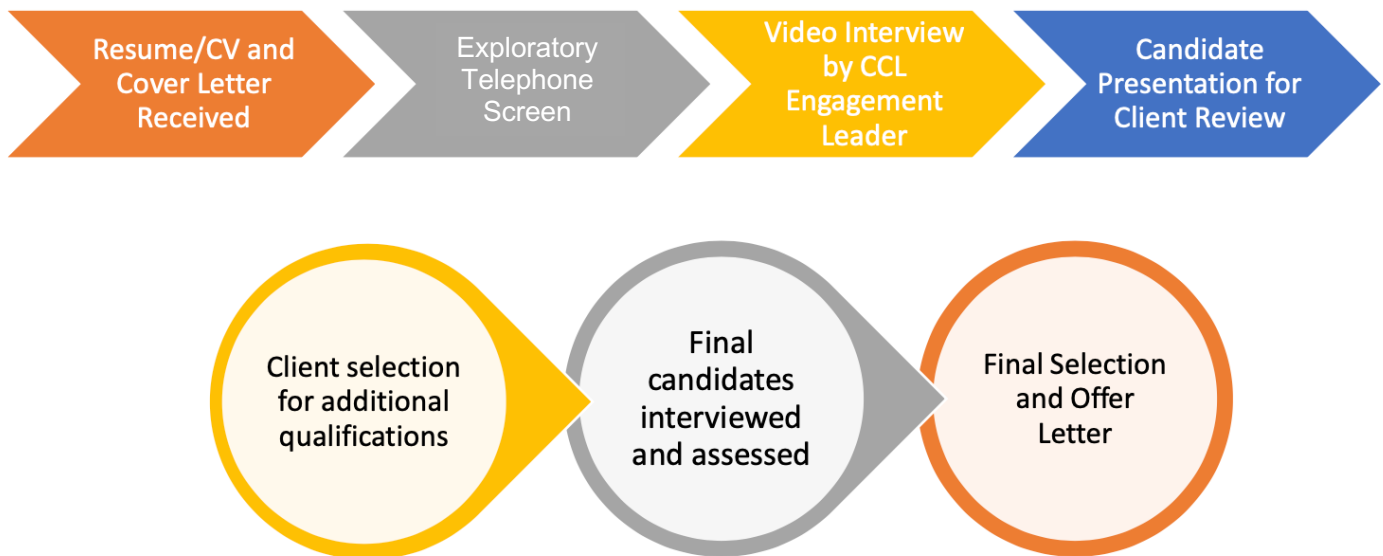
CONTACT:

Qualified candidates expressing interest in the opportunity, please submit a resume/CV and cover letter with **Program Director** in the subject line to njackson@carringtonandcarrington.com



The Candidate Process

Knight Foundation has retained Carrington & Carrington, Ltd. (CCL) to process, review, and evaluate all candidates for this role. The following chart indicates the candidate selection process.



- **Candidate Assessment Questionnaire** may be required prior to Client submittal. The assessment questionnaires consist of 5-10 questions. This is also an excellent way clarify your candidacy specific to the role as well as supplement our assessment to determine the right fit for this role.
- **Employment and Education verifications** are completed prior to Client submittal. Carrington & Carrington, Ltd uses a third-party service to conduct the verification service. All information provided is secured for privacy.
- **Reference Checks** are completed only if an offer letter is given.

Equal Employment Opportunity

Knight Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to sex, sex stereotyping, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), race, color, religion, ancestry or national origin, age, disability status, medical condition, marital status, sexual orientation, gender, gender identity, gender expression, transgender status, protected military or veteran status, citizenship status, genetic information, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.