

## **WILLIAM T. GRANT FOUNDATION**

**Position Title:** Postdoctoral Fellow and Program Associate

**Department:** Program

**Reports to:** Senior Vice President, Program

**FLSA Status:** Exempt

**Overview:** The Postdoctoral Fellow and Program Associate is a junior member of the Senior Program Team and spends 80 percent of his or her time on an array of activities, including: a) reviewing letters of inquiry, full proposals, and special initiatives; b) writing and other communications activities; c) participating in grantee-related meetings; and d) conducting research to inform the Foundation's priorities and grant-making. The remaining 20 percent time is devoted to individual scholarly development. The position is reserved for an exceptionally promising recent PhD who has a demonstrated early career track record on one or more topics important to the Foundation's work.

### **Qualifications:**

1. PhD, or equivalent degree, in the behavioral, educational, health, policy, or social sciences.
2. Expertise and deep knowledge-base in social science theory, methods, and data analyses.
3. Excellent written and oral communications skills.
4. Strong commitment to Foundation's research priorities.
5. Ability to work independently.
6. Integrity, sense of accountability, interpersonal skills, and wisdom and good judgment.

### **Responsibilities:**

#### **Program (80% time)**

1. Grant Review:
  - a. Reviews Letters of Inquiry (LOIs) for Major Grants Programs,
  - b. Works with Senior Program Team to review full proposals for Major Grants Program, and
  - c. Works with Senior Vice President, Program on internal staff reviews of applications for both Officer's Research Awards and Officer's Discretionary Awards.
2. Communication activities:
  - a. Drafts letters in response to LOIs,
  - b. Drafts materials for presentation to Board of Trustees, such as structured abstracts and memos,
  - c. Writes program-related documents for the Foundation, such as Annual Report essays and requests for proposals, and
  - d. Presents and organizes sessions at professional conferences.
3. Participates in organizing and preparing grantee-related meetings:
  - a. Assesses needs of grantees and other constituents, and
  - b. Identifies possible consultants and session themes

4. Conducts research to inform the Foundation's grant-making:
  - a. Performs literature reviews, and
  - b. Surveys influential researchers, practitioners, and policy-makers.

**Individual Scholarly Development (20% time)**

1. Analyzes and interprets research data, and
2. Writes scholarly articles and chapters.