



## **Program Director – Foundation**

The Once Upon a Time Foundation (OUAT) is a \$250 million foundation in Fort Worth, TX with three main areas of interest – community partnerships, health and medicine, and the Philanthropy Lab. The Foundation’s Program Director will be responsible for helping with projects and grants in these various primary fields of interest.

Our community partnerships include orchestrating and processing grants within the arts and humanities, community affairs, education, and human services. Specifically, projects and grants may include but are not limited to the support of local museums, schools, and social welfare organizations.

Our health and medicine partnerships involve working with top research institutes and healthcare providers as well as leading doctors and medical professionals in their fields, both locally and across the nation. We work closely with experts to underwrite innovative research, medical and technological advancements at local hospitals, and general programming. The Foundation recently made a \$10 million commitment to long-time partner UT Southwestern Medical Center allowing the institution to advance transformational research and clinical programs that have the potential to change the landscape of medicine.

While most of the Foundation’s grants and programming are private, the Philanthropy Lab is the team’s most publicly promoted and recognized initiative. The Philanthropy Lab is a national educational program focused on expanding philanthropy education at leading U.S. universities. Started in 2011, the Philanthropy Lab and its partner donors have given over \$12 million to build philanthropy education at over 30 major universities including Harvard, Stanford, Emory, Northwestern, and Columbia. The primary goal of the Philanthropy Lab is to ignite students’ interest and participation in philanthropy. If you are interested in learning more about the program, please visit our website: <https://www.thephilanthroplab.org/>.

To learn more about Once Upon a Time, visit our website: <https://onceuponatime.org/>.

**Be part of a dynamic program that forms long-term community partnerships, supports transformational research in the medical field, and instills the value of giving back in the next generation of leaders.**

### **Responsibilities**

The Foundation’s Program Director will work alongside the current Program Director in the oversight of the current programs and future expansion of the Foundation’s grant-making. The role entails a wide range of responsibilities, is dynamic and evolving, and involves coordination



across a broad group of stakeholders including the Foundation's funder, community leaders and educators, medical researchers, the partner universities, and current and former students.

The Program Director will be joining a team of 4-5 people who are ultimately responsible for supporting the President of OUAT with the broader work of the Foundation. This will be a full-time position of approximately 50 hours a week and may periodically include travel or events on the weekend. Flexibility in schedule is important.

**Specific responsibilities may include, but are not limited to:**

- Building relationships with executives, community leaders, and university administrators and assisting in the vetting process for developing new partnerships and possible grant recipients
- Developing and seeking out current and new community partnerships for the oversight of in-kind donations
- Acting as a liaison between the Board of Directors and community partners, and fielding requests from outside parties to the Board of Directors
- Overseeing the collaboration of multiple medical institutions for major research studies
- Coordinating and traveling throughout the fall and spring to multiple partner universities to develop relationships with administrators, faculty, and students
- Overseeing the organization of multiple conferences, fundraisers, and events within the community on a yearly basis
- Maintaining communication lines with 20+ partner universities around the country and seeking to expand the foundation's relations to new partner universities
- Recruiting panelists and major speakers for our annual student philanthropy conference
- Managing the annual report for the Board of Directors and maintaining financial records throughout the year for the report
- Keeping the Foundation's funder and president updated on progress of various initiatives and any items of particular interest with different grantees
- Creating budgets and timelines for major projects and overseeing team members on the execution of daily tasks

**Qualifications**

- Bachelor's and/or Master's degree with strong academics and a minimum 3.5 GPA
- 4-6 years of experience in a project management role, nonprofit, or foundation
- Exceptional ability to balance multiple projects and tasks
- Experience in managing multiple team members in their day to day operations
- Ability to travel at least 20% of the time
- Willingness to make a minimum two-year commitment to the position



# Once Upon a time...

- Participation in a Philanthropy Lab course is NOT required but could be helpful, and any former students in Philanthropy Lab courses will be given strong consideration

## **Compensation**

Compensation will be increased up to 10% over current, depending on experience, plus full benefits.

## **To Apply**

If you are interested in applying for this position, please submit your information to [hreese@talentarchitects.com](mailto:hreese@talentarchitects.com) or apply at:  
<http://www.talentarchitects.com/careers/?jobid=C0032039232%2A%3D%40%3F00Bri>