



**THE RICHARD H. DRIEHAUS FOUNDATION
JOB DESCRIPTION**

Senior Program Director for the Built Environment

BACKGROUND ON THE FOUNDATION

Since its founding in 1992, The Richard H. Driehaus Foundation (“Driehaus Foundation”) has been committed to enriching the lives of all Chicagoans by improving the built environment, cultivating a robust and diverse arts and culture ecosystem, and supporting investigative journalism that fosters transparency, accountability, and effective government.

Through the Foundation’s work, the legacy of Richard H. Driehaus and his dedication to philanthropy is carried on, in gratitude for those who provided him with opportunities throughout his life. The Foundation remains committed to historic preservation, architecture and investment in the built environment to ensure that urban areas are designed to meet a community’s needs. Central to the Foundation’s work is a belief that the arts play an essential role in cultural life and that investigative reporting and an independent press have the power to improve society.

The Foundation is staffed by a small high performing group of 9 professionals that includes two Senior Directors, one that manages the Built Environment portfolio and the other the Arts and Culture portfolio. A Senior Program Officer manages the Journalism portfolio. The Board of 10 seasoned professionals adds depth of experience to the Foundation’s work.

<https://driehausfoundation.org/>

JOB DESCRIPTION

In line with the Foundation’s ambitious agenda and increased giving, the Senior Program Director will lead the Built Environment program and play a key role in developing and implementing program goals and objectives.

The Foundation believes that the built environment influences how we experience the world – the routes we travel, buildings we embrace, trails we bike, parks we visit, and the people we engage. It includes our homes, commercial districts, open spaces, streets, and sidewalks, and comprises the varied environments that make up our cities and towns. Individually, these components are sometimes at odds with each other but collectively the design, scale, and use of materials impact our quality of life. The Senior Program

1 of 5

Director will work to identify and support organizations and projects that advocate for effective policies, undertake urban planning aimed at the preservation of Chicago's historic built fabric, protect its parks and open spaces, and otherwise celebrate and preserve the unique character of its neighborhoods. The Driehaus Foundation is committed to the idea that successful historic preservation, urban planning, and new architecture must be understood and undertaken as part of a decades-long continuum that endows a given city or town with a sense of place. Funding is focused on Chicago organizations and efforts with a few exceptions for state and federal organizations that contribute to Chicago's built environment objectives.

As a member of the leadership team, the Senior Program Director reports to the President/Executive Director. The Senior Program Director will provide grantmaking expertise and leadership; manage budget planning, oversight, and reporting; develop, manage, and evaluate philanthropic investments; and represent the Foundation and its Board members to existing and prospective grant recipients and other external stakeholders. The Senior Program Director will also lead and manage 2 Program Officers assigned to the Built Environment portfolio.

The Senior Program Director will play a key role in identifying, developing, supporting, and evaluating potential grant recipients, partners, and funding opportunities, and communicating potential grants and their impact to the Board and to the broader field. This work will be done through extensive conversation and network building with current and prospective grant recipients and leaders in the field.

Principal Duties and Responsibilities:

Strategy & Planning

- In partnership with the Executive Director, establishes and implements Built Environment grantmaking strategy, guidelines, and procedures; periodically reassesses the Foundation's strategy, based on changed assumptions, new knowledge and information, changes in the external environment, or other factors.
- Works collaboratively with teammates in the Foundation's other funding areas to capture innovative opportunities that connect grantmaking priorities.
- Serves as a thought leader on current trends, emerging issues, policy interventions, and best practices, both internally and externally.
- Through active engagement, listening and learning, continually assesses the built environment in Chicago neighborhoods and applies new knowledge that will inform implementation of program strategies.
- Maintains a wide breadth and depth of field knowledge including organizational effectiveness and development, professional practices, policies pertinent to the funding programs, and levers of change that are available to philanthropists.

Program & Grants Management

- In coordination with the Executive Director, oversees all aspects of Built Environment grantmaking, including planning, funding inquiries, budget oversight and reporting, and

distribution of dollars. This includes working with staff and grantees to establish benchmarks that allow the Foundation to determine impact and advance learning.

2 of 5

- Identifies and maintains an ongoing pipeline of Built Environment funding prospects in alignment with program guidelines and portfolio distribution requirements.
- Oversees funding inquiries, applying a breadth of knowledge on a wide range of subjects and clear understanding of the Foundation's interests.
- Reviews proposals, conducts due diligence, and formulates funding recommendations for Board approval, serving as a resource for detailed analysis of complex grant applications, including making sure the grants allocated are making the most impact in the community possible.
- Ensures that written funding recommendations are coherent and accurate and that all required information is provided. Ensures that any substantive questions about proposal content and recommendations are answered, including a decline rationale when appropriate.
- Reviews and approves grant reports, following up when necessary to ensure completeness, discuss concerns, and offer appropriate guidance to ensure the outcome and impact reflect a maximum impact of the Foundation's investment.
- Stays informed about, and follows up as necessary, on grant-related issues throughout a grant's duration.

Relationship & Field Building

- Advances depth of knowledge and credibility in the field by cultivating and managing relationships with grant recipients, outside advisors, experts in the field, public sector partners, and colleagues in philanthropy.
- Seeks opportunities for sharing knowledge with appropriate audiences to increase learning in the field and advance program goals.
- Participates in convenings, working groups, committees, and other opportunities for learning and collaborative work among grant recipients and other partners.
- Scouts and identifies potential grant recipients and field-building opportunities; conducts due diligence to ascertain fit and potential risks.
- Cultivates strong working relationships with grant recipients, outside advisors, experts in the field, public sector partners, and colleagues in philanthropy.
- Provides leadership through public speaking engagements, writing, panel discussions, and use of social media, etc.
- Attends continuing education events to remain current on best practices in grantmaking and contributes to the Foundation's understanding of new approaches and issues relevant to program interests.

Management & Administration

- Serves as an active member of the Foundation's leadership team.
- Manages the team of Program Officers assigned to the Built Environment program, ensuring that job responsibilities are clearly communicated and duties are delegated appropriately.
- Coordinates with portfolio managers and Grants Manager to periodically review and report on the overall effectiveness of program goals and objectives.
- Participates in grant-tracking and other types of program support.

- Participates in developing and producing content for the Foundation's website, social media channels, and other communication tools.

3 of 5

CORE COMPETENCIES

Competitive candidates will possess the following core competencies. In considering whether this opportunity is a good fit, applicants are encouraged to carefully consider each competency.

Built Environment Expertise

- At least 8 or more years of experience supporting the development and preservation of healthy urban environments.
- A diverse and strong professional network of organizations and individuals who are on the front lines of policies, practices and programs to develop and preserve healthy built environments.
- A clear commitment to strong and vibrant built environments demonstrated by a history of experiential learning, formal training and involvement in related professional networks.

Strategic Leadership and Innovation

- A proven track record of innovation identifying opportunities to improve the built environment.
- Respected history of coalescing with others to support needed improvements through co-creation of strategy and authentic alliances.
- Recognized ability to analyze and understand complex organizational and community conditions and assess community dynamics; knowledge of organizational development and the ability to assist in the creation of comprehensive approaches.

Critical Thinking and Analysis

- Intellectual agility and ability to analyze, think critically, and understand emerging issues relating to programmatic priorities.
- Strong quantitative and qualitative analytical skills necessary for identifying funding opportunities, assessing organizational health and capacity, designing and evaluating initiatives, and evaluating proposals and outcomes.
- Demonstrated budget planning and oversight experience.
- Experience with learning, monitoring, and evaluation processes.
- Ability to convey thinking and analysis through exceptional oral and written communication skills, including experience with quickly gathering, synthesizing, and summarizing information in a clear manner for a variety of audiences.

Team Building and Personal Attributes

- A record of learning and skill-building in diversity, equity, inclusion, and anti-racism frameworks.
- Demonstrated ability to work with efficiency, diplomacy, and flexibility and exercise tact, discretion, and confidentiality.

- Employs a collegial approach to sharing ideas and receiving feedback, considering new ideas, encouraging open dialogue, and inspiring people to work towards common goals.
- Proven experience leading a team and inspiring team members' growth and development by employing a collegial approach to sharing ideas and receiving feedback, considering new ideas, and encouraging open dialogue.

4 of 5

COMPENSATION & BENEFITS

The salary range for this senior role is \$190-\$220K.. The Foundation also offers a generous benefit package that includes BCBSIL health and dental insurance options for employees and their dependents. Benefits also include a 401K matching program, 5 weeks of PTO in addition to a matching gifts program and other perks. Staff work from the office four days a week.

APPLICATION PROCESS

APPLICATIONS ARE DUE NO LATER THAN MAY 15

Sheila Leahy of SAL Consulting, Inc. has been retained to support this search process. We encourage interested parties to apply early to ensure adequate time for consideration.

To apply, please submit the following:

Your resume and a **cover letter that clearly answers these three questions:**

1. What specific aspects of building and preserving the built environment have you led?
2. From your perspective, what are the most pressing challenges to preserving and strengthening Chicago's built environment over the next 10–20 years?
3. Share an example of a built environment investment (program, policy, or project) that you believe measurably improved a community. Why was it effective, and what lessons does it offer for funders seeking the greatest public benefit?

Please submit your materials via email to driehausfdnsearch@gmail.com with a SUBJECT LINE that includes only your name. Inquiries are welcome at the same email. All applications and inquiries are confidential.

The Foundation is an equal opportunity employer and actively invites a diversity of candidates, regardless of race, gender, sexual orientation, age, disability and/or religion.