

W.K. Kellogg Foundation

Program Specialist
Jackson, Mississippi

EXECUTIVE SUMMARY

The W.K. Kellogg Foundation, a leading national philanthropy helping communities create the conditions children need to thrive, is seeking nominations and applications for a **Program Specialist** to work with staff and grantees in its Jackson, MS office.

Guided by the belief that all children should have an equal opportunity to thrive, WKKF recognizes that children live in families and families live in communities. Therefore, the foundation's areas of focused work – thriving children, working families and equitable communities – are dynamic and always interconnected. The foundation works throughout the U.S. and with sovereign tribes concentrating up to two thirds of its grantmaking in priority places of Michigan, Mississippi, New Mexico and New Orleans, Chiapas and the Yucatán Peninsula in Mexico, and in Central and South Haiti. The foundation's deep history of grantmaking, existing relationships and, in some cases, infrastructure to leverage are helping us to move the needle in these communities. WKKF is committed to working in these priority places for at least a generation.

Lasting change for children and families in Mississippi will be realized when the voices and stories of all people are heard, which is why WKKF supports efforts that foster racial equity and racial healing. In Jackson, the foundation is forging a community-centered partnership to envision a more equitable education system where every student can become their best self. Throughout the state, foundation investments helped create and expand the state's first early childhood education office and increase access to early learning programs for the most vulnerable children. All the while, WKKF's support for families' economic security is strengthened by a partnership among all of the state's community colleges to help nontraditional students connect to careers in the state's growing industries.

Working in close partnership with the Director of Mississippi and New Orleans Programs, Rhea Williams-Bishop, and with the support of a team of program specialist peers throughout the United States and Mexico, the new program specialist will be the face of the Jackson, Mississippi office. She/he/they will manage the daily business and operations of the office and provide administrative support to staff, grantees, and grantseekers.

More information about the W.K. Kellogg Foundation may be found at wkkf.org.

CORE COMPETENCY REQUIREMENTS

Education/Experience	Required - Minimum of associate degree plus three years administrative or management support experience; or high school diploma or equivalent with at least five years of previously mentioned experience. Foundation or nonprofit experience helpful.
Competency Expectations	This role has interpersonal and technical competencies. Highlights include: <ul style="list-style-type: none">• Strong skills in interpersonal and relationship building, written and oral communication and judgment.• Understanding of WKKF programs, strategies and direction.• Adaptable to broad and diverse audiences.• Knowledge of project management and workflow approaches and technologies; research skills including data collection, analysis, interpretation and communication.• Ability to collaborate with colleagues, teams, grantees, partners and communities.• Demonstrated agility in day-to-day work.• Demonstrated commitment to mindfulness, resilience and ongoing personal development.• Highly developed customer service skills: responsive, results-oriented and resourceful.• High emotional intelligence.

TO APPLY

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. Applications should include a cover letter describing your interest and qualifications, your resume (in Word or PDF format), and where you learned of the position. [Click here](#) or visit wkkf.org/employment to apply. Email questions to WKKF-MSPS@nonprofitprofessionals.com.

W.K. Kellogg Foundation is an equal opportunity employer and proudly values diversity. Candidates of all backgrounds are encouraged to apply.