

RRF Foundation for Aging (previously The Retirement Research Foundation) is seeking a Program Officer to join our team of action-oriented professionals working to advance the quality of life for older people. This is a full-time permanent position with RRF, a national leader in aging philanthropy. Based in Chicago, RRF awards grants that support direct service, advocacy, education/training for professionals working with older people, applied research, and organizational capacity building. The person hired for this position will participate in all areas of RRF's grantmaking. This primarily involves, but is not limited to, assessing grant proposals and monitoring grant progress. The Program Officer will engage with a diverse group of community-based and advocacy organizations, academic institutions, public policy groups, other foundations, and philanthropic partners.

It is an exciting time at RRF. A new strategic plan is in place, reflecting a continued commitment to improving the quality of life for older people, and a desire to become increasingly proactive as the Foundation moves forward. A centerpiece of the plan is the establishment of Priority Areas. Each Priority Area affords an opportunity for RRF to fund innovative and effective projects (focused on Caregiving; Economic Security in Later Life; Housing; and Social and Intergenerational Connectedness) that enable older people to live well and fully in community settings. The plan also calls for increased attention to sharing the knowledge, outcomes, and lessons learned through RRF grantmaking with key stakeholders. This will include a variety of strategic communication activities including (but not limited to), presentations, webinars, convenings, and social media. The individual hired for this position will play an integral role on the team that is implementing RRF's new direction.

Qualifications

- A passion and enthusiasm for RRF's mission, vision, and values
- Master's degree in gerontology or a related field
- Gerontology expertise and a minimum of 5 years of relevant experience (preference for deep knowledge on caregiving, economic security in later life, housing, and/or social and inter-generational connectedness)
- Familiarity with grantmaking a plus
- Experience with diversity, equity, and inclusion efforts in the field of aging and/or philanthropy a plus
- Demonstrated ability to write clearly and concisely
- Superior interpersonal skills, with the ability to collaborate effectively, work as part of a team, adapt to a changing environment, and relate to diverse partners
- Strong skills in building external relationships and public speaking
- Highly motivated, with demonstrated ability to manage multiple projects efficiently
- Proficiency with database operations and Microsoft Office products

Salary is commensurate with qualifications and experience. RRF offers an excellent benefits package.

To apply, send cover letter and resume to jobs@rrf.org

RRF is proud to be an Equal Opportunity Employer.