

**The Walton Family Foundation
Education Reform Research Officer
Job Description**

The Walton Family Foundation, based in Bentonville, Arkansas, is seeking a skilled individual to join the Systemic K-12 Education Reform team to serve as Research Officer.

About the Walton Family Foundation

Headquartered in Bentonville, Arkansas, the Walton Family Foundation was founded by Sam M. Walton, founder of Wal-Mart Stores, Inc., and his wife Helen R. Walton. Their purpose in establishing the Foundation was to focus the Family's philanthropic efforts to assure that their charitable giving would have the most positive impact. The Foundation provides grants to nonprofit organizations for K-12 education reform, community and educational development in our Home Region, the environment and other areas of special interest. A family-based Board of Trustees provides overall direction for the program areas. A current staff of approximately twenty-five conducts the day-to-day operations. More information about the current areas of focus for the Foundation can be found at www.waltonfamilyfoundation.org.

Program Guideline: "Evaluation, accountability, and measurement will be a high priority. The Foundation will attempt to work with organizations which set clear goals, include measurable objectives and benchmarks, and have strategies based on sound logic connected to their goals.

Responsibilities

The Education Reform Research Officer will be charged with assuring that the Foundation's Education Reform team has timely access to the data and analysis needed to conduct its work. He or she will report to the Director of K-12 Education Reform and work closely with the Evaluation Director of the Foundation, as well as the K-12 Education Reform team.

Specific duties will require the following:

- Work with the Education team program staff and the Evaluation Director to develop and report information useful to the ongoing execution of the K-12 Education Reform Strategic Plan;
- Take active interest in tracking annual grantee performance and conduct thoughtful, detailed analyses on prior grants awarded, including:
 - Conducting grantee reviews, including data collection, and information design for staff and Board oversight;

- Processing data, external research, and historical reviews of the work of multiple grantees;
- Applying a common set of indicators to measure grantee performance;
- Conducting advanced analytics of detailed datasets and producing visual summaries of complex data for both grantee reviews and for presentation using the Foundation's intranet and other reporting tools.
- Tracking third party-research and producing summary reviews and synopses of complex K-12 educational and public policy research.

Qualifications and Experience

The position calls for an understanding of or a willingness to learn about the detailed grantmaking programs of the Systemic K-12 Education Reform team. The role requires initiative, an ability to take in information from multiple sources and to reflect information mirroring actual performance outcomes and trends, decisiveness – even when not all required information is available – and a capacity to give and receive feedback graciously. The Foundation seeks to recruit a strong team member with excellent interpersonal and communication skills and with a respectful attitude that is critical to the effective support of the work of the Board and staff.

Ideal candidates will have at least three years experience in a professional setting. The successful candidate will be both a self-starter who knows how to take the initiative, as well as a collaborative colleague who can work effectively in a mid-sized dynamic office, with grantees, and with remotely located staff in a virtual-office environment.

Key qualifications include:

- A passionate commitment to the goals of the Walton Family Foundation and the ability/willingness to adapt as those goals evolve. Equally critical is a proven ability to work in a collaborative manner.
- Excellent written and oral communications skills.
- At least three years of analytical experience, including the ability to retrieve, array, summarize, and graph data using the 2007 Microsoft Office suite of tools. Additional capabilities in statistical packages like SPSS, STATA, or SAS are preferred.
- BA/BS required. Masters preferred in the fields of education policy, statistics, public policy, political science, or public administration.
- An understanding of the evolution of performance tracking in U.S. K-12 education on academic achievement tests.
- Intellectual agility and the ability to analyze, think critically, and understand emerging issues that are directly relevant to programmatic funding areas.
- Unquestionable ethics and personal integrity.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the associate is regularly required to stand, reach with hands and arms, and use hands to finger, handle or feel objects and/or controls. The employee is required to sit, walk, talk and hear; and move/carry files. The associate must occasionally lift and/or move up to 25 lbs.

Specific vision abilities required by this job include close vision, color, and the ability to adjust focus in order to handle extensive data collection, analysis and summary reporting. Computer work will be a part of the daily workflow and process.

Work Environment:

The work environment characteristics for this job are typical for this type of job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is reflective of a mid-sized office.

Compensation and Benefits

The Foundation offers an excellent benefits package and a competitive salary that is commensurate with skills and experience. It is required that this position be located in the home office in Bentonville, Arkansas. Some travel will be necessary.

Interested candidates should send a cover letter, resume, and compensation history to Marc Holley, Program Officer, Walton Family Foundation, Inc. by e-mail to: mholley@wffmail.com

Or by mail to: P.O. Box 2030, Bentonville, AR 72712.

The Walton Family Foundation is an equal opportunity employer.