

Position Announcement

PROGRAM OFFICER – CENTRAL/EASTERN EUROPE AND RUSSIA

**Charles Stewart Mott Foundation
Civil Society Program**

The C. S. Mott Foundation's Civil Society Program seeks a program officer to work on programming in Central/Eastern Europe (CEE) and Russia. The program officer will have primary responsibility for the Foundation's work in the Western Former Soviet Union, defined to include Belarus, Moldova, Russia, and Ukraine. The individual filling this position will join Mott staff working out of the Foundation's office in London, United Kingdom.

Responsibilities include: investigating grant requests and developing funding recommendations totaling approximately \$3 million annually; administering new grants and existing multiyear grant commitments; monitoring and evaluating individual grants and clusters of grants; developing strategy papers and other written materials for the Foundation's management and Board of Trustees; researching relevant issues and tracking political and social developments in the region; representing the Foundation at conferences, meetings, and other events; and working closely with other grantmakers and nongovernmental organizations (NGOs) active on issues relevant to the Foundation's work in CEE/Russia.

The C. S. Mott Foundation has been making grants to benefit CEE/Russia since 1989. In 2005, the Foundation awarded more than \$12.7 million (U.S. dollars) to organizations active in CEE and Russia. The current program focuses on promoting civil society in the region through projects and organizations that encourage people and communities to engage effectively in decisionmaking processes that shape their lives at the local, national, and international levels. The Foundation is particularly interested in supporting the development of local philanthropy, as well as networks and coalitions that serve a wide group of nonprofits.

Within CEE/Russia, the Foundation has an active grantmaking program in 15 countries, as well as regional programming that touches on more than one country in the region. Additional information on the Foundation's programming in the CEE/Russia region and elsewhere can be found on its Web site, www.mott.org.

Candidates for this position should have the equivalent of an undergraduate/bachelor's degree and, preferably, a graduate degree; considerable work experience in CEE and/or the former Soviet Union; and familiarity with the nonprofit sector and civil society development in the region. This position requires fluency in Russian and English, excellent English language writing skills, solid strategic and analytical thinking abilities, strong interpersonal communication and presentation skills, and careful attention to detail regarding both program content and administration of grants. Prior grantmaking experience will be preferred. The candidate should have the desire and ability to work as a member of a team and the ability to manage a diverse workload. Candidates must be willing to live in and work out of London and travel extensively within CEE/Russia, as well as periodically to the U.S..

To Apply for This Position

To apply for this position, please submit a cover letter, resume, references, and a writing sample of no more than 20 pages on a topic relevant to the Mott Foundation's work in CEE/Russia by March 24, 2006. Applications and inquiries should be marked "Application for CEE/Russia Program Officer Position" and directed to:

Ms. Shannon Lawder
Regional Director, CEE/Russia
C. S. Mott Foundation
Fifth Floor, Cambridge House
100 Cambridge Grove
London, W6 0LE
United Kingdom

E-mail: slawder@mott.org

The Mott Foundation is an equal opportunity employer and encourages diversity of thinking, background, and perspective among its staff. All qualified individuals are encouraged to apply. This position offers a competitive salary commensurate with experience and excellent benefits.

About the Mott Foundation

The C. S. Mott Foundation is a private foundation providing grant support for programs throughout the U.S. and, on a limited basis, internationally. The Foundation's work is focused in four programs: Civil Society, Environment, Flint Area, and Pathways Out of Poverty. With an endowment of approximately \$2.4 billion, the Foundation awarded nearly 550 grants totaling approximately \$123 million in 2005. The Foundation's headquarters are located in the southeastern Michigan community of Flint.