



## POSITION: Director, Programs

### SUMMARY DESCRIPTION:

Working closely with the Vice President, Programs (VP), the Director, Programs oversees and implements the Early Investment/Emerging Solutions grantmaking strategy that supports women and gender fluid-led small, grassroots organizations that serve historically underinvested communities of women, girls, and TGNC individuals within the three focus areas of: 1) economic security 2) anti-violence and safety; and 3) health, sexual rights and reproductive justice at various levels of impact (individual, community, and systemic). The Director, Programs oversees and supports the grantee partner relationship management strategy, including capacity building and leadership development support for grantee partners. Director, Programs supports thought leadership activities, including convenings and publications. Director, Program supports fundraising and development cultivation activities, as needed.

### RESPONSIBILITIES:

- Supervise and provide support to three Program Officers.
- Oversee and ensure the successful implementation of the Early Investment/Emerging Solutions grantmaking strategy. Work closely with the VP to strategically think about how to evolve and sharpen grantmaking strategies to move the work of The Foundation forward.
- Oversee and support the implementation of the grantee partner relationship management strategy, including baseline survey, grantee partner orientation, convenings, and reception.
- Oversee and support the implementation of successful capacity building partnerships and capacity building grantmaking.
- Manage strategic partnerships with key stakeholders such as grantmakers, nonprofit leaders, and/or public and private sector stakeholders to assess developments in the field and strategic points for philanthropic engagement and partnership.
- Work in partnership with Strategic Learning and Evaluation team to assess the impact of the work of grantee partners as well as the effectiveness of The Foundation's grantmaking strategy
- Work in partnership with the Communications Department to develop content for annual forums, conferences and convenings to highlight the work of The Foundation and its grantee partners.
- Work in partnership with the Development Department to support donor cultivation and grantwriting.
- Manage other activities and programs as assigned or needed.

### PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:



- Minimum of seven years of related experience, including experience as a leader/manager in a nonprofit and/or philanthropic institution.
- BA degree or equivalent experience in the human services field required. Master's degree preferred.
- Knowledge of issues and challenges facing women, girls and TGNC individuals, as well as strategies that contribute to advancing their economic security and justice, particularly in New York City.
- Previous grantmaking experience.
- Supervisory experience required.
- Strong analytical and writing skills
- Effective time management skills and a demonstrated ability to manage a diverse and demanding workload.
- Strong verbal communications skills and interpersonal skills, including the ability to work effectively as a member of a team.
- Demonstrated financial analysis skills, including the ability to analyze audited financials, balance sheets, and business plans of nonprofit organizations; facility with complex financial instruments desirable.
- Experience in the development, implementation and evaluation of strategies to affect change.
- Strong commitment to The Foundation's mission, vision and values.

**HIRING POLICY:**

The New York Women's Foundation® is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**COMPENSATION:**

Commensurate with experience

**TO APPLY:**

Please send cover letter, salary requirements and resume to:

[hr@nywf.org](mailto:hr@nywf.org)

Or via mail to:

The New York Women's Foundation  
39 Broadway, 23<sup>rd</sup> Floor  
New York, NY 10006

**NO TELEPHONE CALLS PLEASE.**