



## JOB ANNOUNCEMENT: PROGRAM OFFICER

### **SUMMARY DESCRIPTION:**

The Program Officer reports to the Director, Programs and demonstrates knowledge and understanding of the issues, challenges, strategies, and approaches to advancing gender, racial, and economic justice, particularly in under-invested, high- need communities in New York City. The Program Officer works closely with the Programs team to develop and implement participatory grantmaking strategies that invest in community-led solutions via emerging organizations led by women and gender non-binary (GNB) people. Through high-touch, transformative grantee partner engagement, the Program Officer will engage in thought partnership, consultation, convenings, and opportunities for leadership development, capacity building and partnership development to grantee partners.

### **RESPONSIBILITIES:**

#### **Grantmaking**

- Coordinate and manage the participatory grantmaking process, including training and coaching Grants Advisory Committee (GAC) volunteers and coordination of grantee partner site visits.
- Review and analyze grant requests and make funding recommendations.
- Respond to information inquiries from grant-seeking organizations.

#### **Grantee Partner Engagement**

- Engage in consistent and responsive communication that builds a strong, trust-based relationship with grantee partners.
- Develop deep understanding of the work of grantee partners via site visits, grant reports, and attending related events and activities.
- Provide coaching, consultation and resources to grantee partners to support their sustainability and effectiveness.

#### **Convenings and Thought Leadership**

- Coordinate and manage periodic grantee partner convenings, including peer-learning sessions, orientations and grantee partner receptions.
- Develop and implement events to deepen understanding about the challenges and solutions to economic security and justice facing NYC women, girls, and gender-nonbinary communities.

- Support strategic partnerships and projects to advance transformative solutions and leaders on their path to achieving economic security and justice for NYC women, girls, and gender-nonbinary communities.
- Develop periodic reports on the impact of the Foundation's grantmaking.

#### **Foundation-Wide Activities**

- Provide team support for other Program meetings, convenings, and other activities.
- Assist with Foundation-wide activities and events including:
  - Development – contribute to grant writing and staff special events, e.g. Celebrating Women Breakfast.
  - Communications - Public Education events, website and social media updates; and blog-writing.

#### **PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:**

- Minimum B. A. or equivalent, plus four to six years of work experience in nonprofit and/or philanthropic institutions; M.A. or equivalent preferred
- Knowledge of issues and challenges facing marginalized, under-invested women, girls and gender-nonbinary communities in New York City, as well as of strategies that advancing gender, racial, and economic justice
- Excellent oral and written communications skills
- Ability to prioritize and manage multiple projects
- Highly organized, professional and meticulous with detail
- Ability to be flexible and thrive in a fast-paced, ever-changing environment
- Strong knowledge of Microsoft Office programs, such as Word and Excel

#### **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.

#### **TO APPLY:**

Please send cover letter, salary requirements and resume to:

hr@nywf.org Or via mail to:

The New York Women's Foundation

39 Broadway, 23<sup>rd</sup> Floor

New York, NY 10006

Attention: Human Resources

#### **NO TELEPHONE CALLS PLEASE.**

*Diversity and inclusion are long-standing core values at The Foundation. We value differences among individuals including, but not limited to, ethnicity, age, gender, sexual orientation, gender identity, physical ability, national origin, religion, socioeconomic status, as well as beliefs and ways of thinking. We strive to create an inclusive work culture that ensures that all individuals are heard, respected, and supported to do their best work.*