JOB ANNOUNCEMENT: Program Officer Early Investment

Key Responsibilities:
The Program Officer reports to the Vice President, Programs and demonstrates knowledge and understanding of the issues and approaches to advancing gender, racial, and economic justice for women and gender nonbinary (GNB) people 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 small, grassroots organizations led by women and gender non-binary (GNB) people. The Program Officer also manages 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. 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.

Qualifications:

• Grantmaking Strategy & Implementation
  Develop and shape grantmaking strategy to advance racial, gender, and economic justice and equity via early investment in small grassroots organizations and movements centering marginalized communities.
• Coordinate and manage the participatory grantmaking process, including training and coaching Grants Advisory Committee (GAC) volunteers and coordinating 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
• Manage capacity building consultants to ensure successful execution of capacity building trainings, workshops, and coaching sessions.
• Coordinate and manage learning communities and communities of practice with grantee partner cohorts
• 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
  Support the development and implementation of knowledge sharing events and
  resources that deepen understanding about the challenges and solutions to
  economic security and justice facing NYC women, girls, and gender-nonbinary
  communities.
• 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:**

• Minimum B. A. or equivalent, plus four to six years of work experience in
  nonprofit and/or philanthropic sector; M.A. or equivalent preferred
• Deep understanding of community-led, systemic impact strategies that advance
  gender, racial, and economic justice, such as movement building, community
  organizing, and policy advocacy
• Authentic and engaging interpersonal, strategic and analytical skills including the
  ability to gain insight from community leadership to develop grantmaking
  strategies
• 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
• Positive attitude, respectful demeanor, and a sense of humor

**HIRING POLICY:**

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 hear, respected, and supported to do their best work.

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. 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.

**COMPENSATION:**
Commensurate with experience

**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, 23rd Floor
New York, NY 10006
Attention: Human Resources

**NO TELEPHONE CALLS PLEASE.**