Associate Director, Programs

SUMMARY DESCRIPTION:

The Associate Director, Programs reports to the Senior Vice President, Programs and Strategic Learning and demonstrates advanced knowledge and understanding of the issues, challenges, strategies, and approaches to advancing gender, racial, and economic justice for women and gender expansive people, particularly in underinvested, marginalized communities in New York City. The Associate Director develops and leads community-informed grantmaking strategies and manages new and existing strategic projects – including the Brooklyn Economic Justice Project – to advance the collective impact of grantee partners with activities such as grantee partner convenings, communities of practice and learning communities. The Associate Director, Programs will oversee and coordinate participatory grantmaking, community engagement, strategic partnerships and thought leadership activities related to grantmaking strategies and strategic projects. Through high-touch, transformative grantee partner engagement, the Associate Director will engage in thought partnership, consultation, and advancing opportunities for leadership development, organizational sustainability, and partnership development to grantee partners. The Associate Director will supervise consultants, fellows, and/or interns.

RESPONSIBILITIES:

Strategy Development

- Lead community engagement efforts to involve and gather input from a variety of community members and stakeholders that will inform grantmaking strategies, such as convenings, advisory committees, etc.
- Draft concept papers and project designs detailing rationale, approach, and expected outcome of strategic grantmaking projects with grantee partners and grantee cohorts, such as learning communities, communities of practice, etc.
- Shape and drive economic security and justice grantmaking strategy

Grantmaking & Grantee Partner Engagement
• Oversee and implement participatory grantmaking and grantee partner relationship management activities, including application processes, proposal review, site visits, and recommendations for funding to Programs Department leadership and the Foundation’s President and CEO, including working closely with grants management staff to development and implement quarterly and rolling grantmaking calendars
• 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

Thought Leadership and Strategic Learning

• Coordinate and manage periodic grantee partner convenings, including peer-learning sessions
• 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 expansive communities.
• In partnership with evaluation team, support data collection and development of evaluation reports and strategic learning opportunities to amplify impact

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 of five to seven years of experience and positional leadership in nonprofit and/or philanthropic institutions.
• BA degree or equivalent experience in the human services field required. Master’s degree 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 strategic and analytical skills including the ability to gain insight from community leadership; develop grantmaking, community building and grantmaking strategies; and collaboratively implement grantee partner-centered strategies
• Excellent oral and written communications skills
• Authentic and engaging communication and interpersonal skills, including the ability to work effectively as a member of a team.
• Supervisory experience preferred.
• Previous grantmaking experience preferred.
• Strong commitment to the Foundation’s vision and values

Position Salary Range: $105K - $115K

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.

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.

TO APPLY:

Please send cover letter, salary requirements and resume to:
hr@nywf.org

NO TELEPHONE CALLS PLEASE.