



Program Officer, Economic Security & Justice

SUMMARY DESCRIPTION:

The Program Officer, Economic Security & Justice reports to the Director, Programs and demonstrates 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 Program Officer works closely with the Programs team to develop and implement participatory grantmaking strategies. Through high-touch, transformative grantee partner engagement, the Program Officer will engage in thought partnership, consultation, and advancing opportunities for leadership development, organizational sustainability, and partnership development to grantee partners. The Program Officer also manages strategic projects to advance the collective impact of grantee partners, such as grantee partner convenings, communities of practice and learning communities.

RESPONSIBILITIES:

Grantmaking

- Shape and drive economic security and justice grantmaking strategy
- Along with Programs Team, 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
- 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
- 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 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 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 interpersonal 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
- Strong knowledge of Microsoft Office programs, such as Word, Excel, and Teams

Position Salary Range: \$85K - \$95K

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.