



Program Officer, Justice Initiatives

DEPARTMENT: Programs

REPORTS TO: Director, Programs

STATUS: Exempt; Full-time; Hybrid

POSITION SUMMARY:

The Program Officer, Justice Initiatives, reports to the Director, Programs. They bring demonstrated 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 and State, as well as an understanding of the national context and landscape. The Program Officer, Justice Initiatives, brings expertise with Criminal Justice reform, the Immigrant Rights movement and work that centers gender and racial justice. They will take the lead in expanding and developing new priorities for these grantmaking strategies as well as any thought leadership efforts that educate and mobilize a myriad of stakeholders around these issues. They will also work closely with the Programs team to collectively develop, plan and implement participatory grantmaking processes within all Foundation strategies.

Through high-touch, transformative grantee partner engagement, the Program Officer engages in consultation and advancing opportunities for leadership development, organizational sustainability, and partnership development to grantee partners. Through this model of relationship building and trust, the Program Officer monitors emerging needs for grantee partners and the field, as well as monitoring the impact of Foundation investments to support movement building, coalition work and advancement of long-term systems change. The Program Officer, Justice Initiatives will curate peer-sharing opportunities, philanthropic mobilization efforts in partnership with grantee partners, their peers, and field leaders through convenings, communities of practice and learning communities.

The Program Officer is the point-person for their specific strategic area(s) for internal staff and cross-departmental collaborations. They are also the point-person for any intern and/or fellow, and consultant(s) that may be engaged to support conducting and evaluating all activities and events for their respective areas of focus.

RESPONSIBILITIES:

Grantmaking

- Manage and continue to shape grantmaking strategy for respective areas of focus
- Support research, landscape analysis and participatory efforts that inform investment priorities from year to year for respective areas of focus;
- Report and present to Programs team and other internal teams emerging areas of interest and investment, as well as the impact of current investments in respective areas of focus;
- Support participatory grantmaking process, including training and coaching Grants Advisory Committee (GAC) volunteers and/or other community networks; and
- In partnership with Grants & Operations staff, plan and coordinate grantmaking calendar for respective areas of focus and collaborate with Programs team on other strategies and support needed for review, analysis and presentation of grant requests and funding recommendations.

Grantee Partner & Community 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, check ins, 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; and
- Respond to interest meetings from grant-seeking organizations and potential partners relevant to focus areas.

Thought Leadership and Strategic Learning

- Lead the planning of grantee peer-learning events/initiatives and other activities that elevate the work and impact of grantee partners;
- Capture and leverage learnings from grantee partner convenings and other events to inform respective grantmaking strategies and assess priorities currently being funded;
- Support the Programs team in the development and implementation of knowledge sharing events, workshops, publications, and resources that deepen understanding about the challenges and solutions NYC women, girls, and gender expansive communities in related focus areas;

- In partnership with Evaluation & Strategic Learning staff and consultants, support data collection and development of evaluation reports and strategic learning opportunities to amplify impact of respective areas of focus;
- Participate in philanthropic spaces to share findings and practices, funding data and trends with philanthropic and broad audiences related to focus areas; and
- Collaborate with Programs team on larger-scale events that uplift how funding strategies intersect and highlight systems change and movement building of women, girls and gender expansive communities.

Foundation-Wide Activities

- Coordinate opportunities for varying Foundation staff and stakeholders to deepen their knowledge of how the Criminal Justice and Immigration system impact communities;
- Provide support for funder engagement activities and donor events connected to these focus areas; and
- Assist with Foundation-wide activities and events including:
 - Development – contribute to grant writing and reporting for institutional relationships and support staff special events, e.g., Celebrating Women Breakfast
 - Communications – collaborate on Public Education events, website content, and social media updates

Supervisory

- May supervise the work of interns and/or fellows as is needed to advance Foundation strategies.

PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:

- Experience and expertise with the Criminal Justice system and Immigrant Rights movement, in particular within NYC and NYS, including expertise from a lived experience interacting with these systems;
- 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;

- Minimum B. A. or equivalent, plus four to six years of work experience in nonprofit and/or philanthropic institutions; M.A. or equivalent preferred;
- Excellent oral and written communications skills;
- Authentic and engaging people 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; and
- Strong knowledge of Microsoft Office programs, such as Word, Excel, and Teams

TO APPLY: Please submit cover letter and resume as one PDF to hr@nywf.org with the title of the position in the email subject line. In the body of the email, please note where you saw the position posted.

COMPENSATION: \$90,000 - \$95,000

FOUNDATION OVERVIEW:

The New York Women’s Foundation advances economic, gender and racial justice by investing in women and gender expansive leaders building solutions in their communities. Our bold and catalytic investments in agents of change and community-led solutions move the needle toward justice and equity for all. We celebrate the humanity in each person, and we believe trust-based relationships with people are the foundation of our approach. We see the vibrancy, resiliency, and creativity in communities.

The way we conduct philanthropy—with transparency, respect, and partnership—is as important as what we fund. We believe that all voices count and a participatory grantmaking approach—with guidance and participation from community members, leaders, and stakeholders—advances effective local solutions and long-lasting change. We are often the first to invest in emerging community-led solutions.

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.

All employees and guests to the facility must be fully vaccinated. If you would like to request a reasonable accommodation to be interviewed please request one when applying at hr@nywf.org.

NO TELEPHONE CALLS PLEASE.