

# NEW YORK FOUNDATION



## **JOB ANNOUNCEMENT: PROGRAM OFFICER**

The New York Foundation, recognized for its collaborative, high-risk, trust-based approach to grant making, seeks a new Program Officer to join our team. Though our assets are modest, our long history and strong, consistent values have earned the foundation a reputation for reliability, resourcefulness, and creativity. Learn more about our history and grant-making [HERE](#).

For more than 100 years, our Foundation has supported community-initiated solutions to solve local problems, constituents mobilizing for adequate and equitable resources, and groups organizing a collective voice among those whose voices have not been heard. We are looking for someone who shares our belief that the resilience and vitality of New York City's neighborhoods is its greatest resource, and is excited by the opportunity to support work that inspires residents to become more informed, active participants in the life of the city. Our grants are not limited by issue areas but support organizations that use community organizing and advocacy as their primary approach.

## **RESPONSIBILITIES**

The new Program Officer will work closely with our Executive Director and Senior Program Officer to implement the three core areas of the Foundation's strategic plan.

**Support high-risk start-up groups and established community-based groups that have the potential to engage people most immediately affected by problems we seek to address.**

As part of the program team, the Program Officer will:

- produce written documentation and other materials necessary for Trustees to fulfill their responsibilities;
- support the engagement of the Trustees in the Foundation's mission including: preparing grant recommendations, providing presentations to the Board on program

- policies and broader issues related to the Foundation's grant making, and designing and facilitating opportunities to engage trustees; and
- manage and support relationships with grantee organizations, including identifying capacity building needs of grantees.

### **Sustain the field of community organizing and advocacy in New York.**

As part of the program team, the Program Officer will:

- work to strengthen the capacity of organizations to sustain their work over time;
- share the resources and stature of the Foundation to generate dialogue on timely issues;
- help organizations to build the knowledge and skills to be influential and effective;
- convene grantees to maximize the impact of their work;
- manage the Foundation's Summer Internship in Community Organizing program, which provides support for grantees to hire summer interns in order to build the leadership pipeline of young people skilled in community organizing; and
- hire and supervise the Foundation's summer intern.

### **Secure more support for community organizing and advocacy work by amplifying the value of grassroots organizations that build community and influence policy change. Promote grant making that emphasizes transparency and accessibility, as well as respect for grantees as experts.**

As part of the program team, the Program Officer will:

- represent the Foundation's interests at philanthropic and nonprofit sponsored events, briefings, conferences, and other settings;
- take on leadership roles within appropriate local, regional, and national funder affinity groups and collaboratives; and
- promote the Foundation's grantmaking approach and the work of its grantees within the philanthropic and nonprofit communities.

### **QUALIFICATIONS**

- Bachelor's degree and eight years of experience is required; advance degree preferred;
- Direct work experience and strong familiarity with organizations that fit the Foundation's funding priorities;
- Demonstrated experience in the field of community organizing and advocacy in NYC;
- Knowledge of the needs of small, community-based nonprofits;
- Appreciation of the complexities of a high-risk, non-prescriptive grant making practice;
- Strong, creative communication skills to share ideas in a clear and compelling way;

- Excellent writing and editing skills;
- Practiced in working collaboratively, while self-directed and able to motivate others;
- A good sense of humor, the ability to see the big picture, and a desire to learn; and
- Ability to work quickly and efficiently, and attend to details and timelines.

The salary range is expected to fall between \$75,000-\$90,000 commensurate with experience. Generous benefit package includes health coverage, pension plan with employer contributions, flexible benefits, and vacation time. Early July start date is anticipated.

### **HOW TO APPLY**

Please send a cover letter (including how you became aware of this opportunity and salary requirements) and a resume to [searchcommittee@nyf.org](mailto:searchcommittee@nyf.org). Subject line should include YOUR NAME and PO SEARCH 2017.

No calls please. Deadline for applications is **Friday, April 21, 2017**.