



## **Job Announcement**

<b>Job Title</b>	<b>Program Associate</b>
<b>Department</b>	<b>International Human Rights</b>
<b>Reports to</b>	<b>Program Director</b>
<b>Location</b>	<b>New York, NY</b>
<b>Status</b>	<b>Full Time</b>
<b>FLSA Status (OT eligibility)</b>	<b>Exempt</b>

### **JOB SUMMARY**

Wellspring Philanthropic Fund seeks a Program Associate to join its Human Rights program. The program makes grants aimed at advancing the full range of human rights, deterring human rights abuses, and holding individual, state and non-state perpetrators accountable for rights violations. Our grant making prioritizes marginalized populations and their equality, autonomy and access to power.

The Program Associate provides both programmatic and administrative support for the team of four working on a diverse set of thematic areas including Disability Rights, Human Rights in the Global Economy, Global Rights and Justice. In addition, the Program Associate may manage a limited number of direct grantee relationships, including soliciting and reviewing proposals, monitoring grants, and conducting site visits under the guidance of the program officers and program director.

### **KEY RESPONSIBILITIES**

- **Administrative**
  - Assist team with planning and coordinating meetings, travel, workshops and convenings; make logistical arrangements as needed; manage consultant contracts.
  - Maintain grants database, budget spreadsheets and grant calendars, and coordinate grant processes for the team.
  - Support strategic planning, reflection and learning processes, including through research, analysis, preparation of materials, and note taking.
- **Program and Grants Management**
  - Liaise with grants management team to ensure smooth work flow in the due diligence process.
  - Liaise with grantee organizations on issues related to the grants process, due diligence requests, reporting and other data gathering for the program.
  - Serve as a compliance checkpoint to ensure grant making stays within yearly budgets.
  - Conduct research related to field developments, opportunities related to grant-making, and other topics requested by team.
  - Assist program directors with drafting of summaries and analysis of grant proposals.
  - Assist the program officers as needed with tracking grantee work and outcomes, including reviewing grant reports, participating in meetings with grantees, and reading and tracking news and research that relates to the work.
  - Track and maintain grantee progress and victories for reporting and communications.



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- Participate in all aspects of grant making, including initial screening of potential grantees, analyzing background information; soliciting and developing funding proposals; preparing grant recommendations; serving as focal point on select grantee relationships; and conducting site visits.
- **Communications**
  - Research and prepare educational materials and other information including presentation slides, newsletters and annual report.
  - Participate in team presentations as needed
- **Other**
  - Participate with other staff on internal Wellspring committees and working groups as needed.

### **KNOWLEDGE AND SKILL REQUIREMENTS**

- Familiarity with and commitment to human rights in the global context.
- Knowledge of a range of human rights and social justice issues.
- Three or more years working in a human rights or social justice organization.
- Bachelor's degree or equivalent experience required.
- Excellent and demonstrated English-language writing and editing skills.
- Excellent research, analytic and organizational abilities.
- Knowledge of Excel, Powerpoint, and Outlook.
- Comfort with financial information, budgets and databases.
- Ability to remain flexible, work independently and as a team player, and manage one's own time.
- Ability to work in a cross-cultural, team environment.
- Ability to handle confidential information with complete discretion.
- Willingness to learn, be open to new ideas, and have fun.

### **PREFERRED QUALIFICATIONS**

- Master's degree or equivalent experience.
- Experience in grant making.
- Experience working or studying in a developing country.
- Fluency in Spanish, French or East African languages.

### **LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **SALARY AND BENEFITS**

Salary range: \$60,000-\$65,000 based on experience. Wellspring offers a very generous benefits package including payment of 100% of the health insurance premiums for employees (and 80% of the premiums



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for spouses, domestic partners and qualified family members). Wellspring also offers other benefits including life insurance, long-term disability protection, a group 401(k) retirement plan (with an employer match), support for continuing education, and is committed to providing transgender-inclusive healthcare.

### **ABOUT WELLSPRING PHILANTHROPIC FUND**

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. Wellspring has offices in New York, NY, and Washington, DC.

Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.
- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.
- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance.
- As responsible stewards, we must strive to maximize the impact of our charitable investments.

As a private foundation, Wellspring's key functions are to conduct research and education tailored to our mission; manage a grantmaking portfolio of various programs; administer grants and monitor grantee performance; and work to promote the effectiveness of programs that receive donor funding.

Wellspring Philanthropic Fund hires, promotes and retains employees based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Foundation's needs and requirements. Wellspring welcomes candidates with diverse experience and backgrounds, and strongly encourages people of color and people with disabilities to apply. Qualified candidates for employment having records of arrest or criminal conviction will be considered.

All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, genetic predisposition or carrier status, marital or familial status, domestic partner status, veteran or military status, sex, sexual orientation or any other characteristic protected by federal, state, or local law (each a "protected characteristic"). This policy also bans discriminatory harassment.



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### **HOW TO APPLY:**

For employment consideration, please submit application to [jobs@wpfund.org](mailto:jobs@wpfund.org). Subject Line: “[Your name]— IHR Program Associate.” All applications must include:

- a resumé;
- a thoughtful cover letter, including how you became aware of this opportunity (i.e. job portal, referral, etc.) and salary requirements (must specify actual amount and range); and
- one writing sample (no less than 3 and no more than 5 pages, attached in PDF format).

No phone calls please.

**NOTE:** At this time, our preference is that applicants have work authorization to work in the United States. If you need sponsorship for a US work visa, please let us know in your cover letter.

The application deadline is **May 21, 2018**.