



## **JOB ANNOUNCEMENT**

<b>Job Title</b>	<b>Program Director</b>
<b>Department</b>	<b>Civil Society</b>
<b>Reports to</b>	<b>President and Vice President, Wellspring Philanthropic Fund</b>
<b>Status</b>	<b>Full Time</b>
<b>FLSA Status (OT eligibility)</b>	<b>Exempt</b>

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### **JOB SUMMARY**

Wellspring Philanthropic Fund seeks a Program Director to lead its U.S. domestic Civil Society Program. The successful candidate will be a seasoned professional with 15 years of experience working on voting rights and non-partisan civic engagement in the United States, experience working with national and grassroots racial justice organizations, and significant experience collaborating with other funders and/or advocacy organizations on the issues of non-partisan voter engagement. S/he will have long-term vision, exceptional networking and collaboration skills, and a demonstrated ability to engage disparate groups that will engage with Wellspring as we develop the initiative’s strategy. S/he will be open-minded, possess strong listening skills, and communicate openly and effectively with advocates, funders, and other stakeholders. A leader in the field, the Program Director for Civil Society will oversee all aspects of research, portfolio development, and management related to grantmaking programs. S/he will also be an exceptional manager, able to lead a strong team of experienced program staff.

### **Civil Society Program Mission**

The Civil Society program’s mission is to eliminate distortions in the democratic process that occur when historically marginalized and disenfranchised citizens are denied a voice in government. The program seeks to bring people of color, unmarried women and young people into the political process in proportion to their numbers by implementing non-partisan strategies that would register voters and sustain their robust participation in civic processes. The Civil Society program also seeks to support strategies that mobilize the powers of government to protect and increase civic engagement by protecting voting rights, removing obstacles to participation, and advancing laws and policies that promote enfranchisement of and engagement by under-represented constituencies.

### **KEY RESPONSIBILITIES**

#### **Strategic planning and strategy development**

The Director will be charged with have oversight for developing and executing a multi-year strategy for WPF’s Civil Society grantmaking program. This will include:

- Building close working relationships with national and local civic engagement actors, including funders and practitioners with diverse regional representation, representatives from civic engagement organizations, and peer funders.
- Mapping opportunities especially at the state and local level and selecting specific geographies for grantmaking.
- Supporting organizations, leaders, and networks to ensure a strong infrastructure and inter-connected field.
- Monitoring developments in the field to identify emerging needs, gaps, and opportunities.
- Writing strategy and background papers to present and explaining sets of proposed grantees and levels of funding.
- Working with Wellspring's Learning and Evaluation staff to integrate measurement and evaluation as well as capacity-building and technical assistance throughout the program internally and among grantees.
- Working with other Wellspring U.S.-oriented programs to identify opportunities for collaboration and synergy.

### **Grantmaking**

- Undertake initial screening of potential grantees; manage grantee relationships; analyze and assess background information; conduct site visits; solicit and develop funding proposals; determine appropriate funding levels (in compliance with Wellspring guidelines); prepare docket materials; monitor active grants and review progress reports.
- Ensure adherence to internal grantmaking processes via appropriate documentation, grant budgeting, and reporting.

### **External Relations**

- Educate and engage donors on issues related to Civil Society initiatives and Wellspring's strategies to advance the program.
- Engage with the community of aligned donors and practitioners working to advance the goals of Wellspring's Civil Society program.
- Identify appropriate partners and collaborations to advance grantmaking strategies including, as appropriate, actively participating in collaboratives, conferences and workshops.

### **Financial Stewardship, Supervision and Management**

- Ensure effective allocation of funding for the grantmaking budgets.
- Develop annual administrative budget to anticipate and plan for programmatic expenses such as travel, consultants' fees, and other major and minor capital needs.
- Manage, supervise, and work integrally with program staff in accomplishing the abovementioned tasks.
- Provide overall strategic direction to guide program implementation by staff.
- Foster healthy working relationships within the team and across Wellspring.
- Set expectations, provide support and guidance, and oversee workplans.

- Evaluate staff on an ongoing basis, including an annual review. Identify and implement individual professional development and performance improvement plans.
- In accordance with personnel policies, make decisions regarding working conditions of staff (e.g., telecommuting, etc.).
- Manage the hiring of new staff as needed.
- Periodically manage projects and assist leadership to manage projects outside the scope of the assigned dockets, as they arise.
- Serve as member of Wellspring's senior management team.
- Perform other duties and responsibilities as requested.

## **KNOWLEDGE AND SKILL REQUIREMENTS / QUALIFICATIONS**

### Education/experience

- Fifteen years of experience working on U.S. domestic civil society and civic engagement issues in the United States with a focus on voter engagement and voting rights, at least five of which will have been in a grantmaking capacity.
- Working knowledge of relevant compliance laws. An advanced degree in a relevant field is preferred.
- Deep knowledge of and strong relationships with leading national and grassroots organizations working on civic engagement and voter registration.
- Significant experience working effectively in funder collaboratives or in collaboration with grassroots and/or advocacy organizations on relevant issues.
- Demonstrated ability to establish and maintain close, collegial, effective working relationships with colleagues and grantees of diverse backgrounds and perspectives.
- Experience in developing and implementing strategic plans or initiatives that engage diverse perspectives and stakeholders.

### Communication and management

- Respect, open-mindedness, and strong listening skills.
- Strong public speaking and interpersonal skills.
- Superior analytic skills and the ability to identify and extract critical information for communication externally with advocates, funders, and other stakeholders, as well as within Wellspring and with donors-clients.
- Ability to handle confidential donor information with complete discretion.
- Excellent written and oral communication skills.
- Exceptional management and mentoring skills.

### Other

- Ability to work independently and manage own time.
- Ability to plan and manage multiple priorities on different timelines.
- Ability to learn quickly when confronting new issues and priorities.
- Understanding and embodiment of Wellspring values, including humility and teamwork
- Ability to travel domestically frequently (25%).
- Good judgment and a good sense of humor.

## **SALARY AND BENEFITS**

Salary range: \$215,000-\$225,000 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 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 monitoring 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 service needs and business requirements. Wellspring welcomes candidates with diverse experience backgrounds and strongly encourages people of color and persons with disabilities to apply.

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. Qualified candidates for employment having records of arrest or criminal conviction will be considered.

**HOW TO APPLY:**

For employment consideration, please submit application to [jhaws@wpfund.org](mailto:jhaws@wpfund.org). All applications must include the following attachments (all in PDF format):

- a resumé;
- a thoughtful cover letter, including how you became aware of this opportunity and salary requirements (must specify actual amount and range); and
- one writing sample (no less than 3 and no more than 5 pages).

No phone calls please.

NOTE: The candidate we select must be able to assume responsibilities not later than December 1, 2018.

**The application deadline is August 24, 2018**