

**Job Announcement**

<b>Job Title</b>	<b>Program Associate</b>
<b>Department</b>	<b>Program - International Human Rights</b>
<b>Reports to</b>	<b>Program Director – International Human Rights</b>
<b>Location</b>	<b>New York, New York</b>
<b>Status</b>	<b>Full Time</b>

**ABOUT WELLSPRING**

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

For more information on Wellspring Philanthropic Fund, please visit [www.wpfund.org](http://www.wpfund.org)

**THE OPPORTUNITY**

Wellspring Philanthropic Fund seeks a Program Associate to join its International Human Rights Program. Through grant making and philanthropic leadership, the International Human Rights (IHR) Program invests in organizations that advance the full range of human rights as articulated in the Universal Declaration of Human Rights. IHR grantees work to prevent human rights crimes; protect civilians in crises; ensure that human rights defenders can operate safely and legally; hold individual, state and economic actors accountable for rights violations; and advance disability rights.

The Program Associate provides administrative support, coordination and program support for a team of six program staff.

## **KEY RESPONSIBILITIES**

### Administrative

- Assist team with scheduling and coordinating phone calls, meetings, travel, workshops and convenings; make logistical arrangements as needed; coordinate consultant contracts and take notes in team meetings.
- Liaise with the grants management team on monthly invitations and tracking workflow.
- Coordinate the compilation of team inputs to internal requests for information for newsletters, annual reports and other inter-departmental requests.
- Assist the program director with tracking budget spreadsheets and grant calendars, coordinating grant workflow, including entering grants into the database as needed.
- Support strategic planning, reflection and learning processes, including through research, analysis, evaluation, and the development of visual content for presentations.

### Programmatic

- Conduct research related to field developments, potential grantees, opportunities related to grant-making, and other topics requested by team.
- Participate in all aspects of grantmaking for at least two of the program's thematic areas, including screening and scoping of potential grantees, analyzing background information; soliciting and developing funding proposals; summarizing proposals; preparing grant recommendations; conducting site visits and managing a small portfolio of grantees (as needed).
- Contribute to the team's learning agenda, including acting as a liaison with other WPF programs and departments for joint learning and other collaborations (as needed).
- Maintain the team's "impact tracker" of outcomes and victories compiled from grantee reports and communications.

### Donor Communications

- Research and prepare donor education materials and other information for Wellspring internal use, including light touch design of presentation slides and regular donor updates.

### External Representation

- Coordinate calls and meetings with peer funders and funder affinity groups.
- Represent Wellspring at site visits and conferences at the request of team members.

### Other

- Participate with other staff on internal Wellspring committees and working groups as needed.

## **QUALIFICATIONS**

- Familiarity with and strong commitment to international human rights. Familiarity with the global and regional human rights systems.
- Four 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.
- Strong research, analytic and organizational abilities with an attention to detail.
- Working knowledge of Excel, Powerpoint, and Outlook.
- Experience working with quantitative information, budgets and databases.
- Ability to remain flexible, work independently and as a team player, and manage one's own time.
- Ability to handle confidential donor information with integrity and complete discretion.
- Ability to work in a cross-cultural environment.
- Willingness to learn, be open to new ideas, and have fun.
- Understands and values social justice, including racial and gender equity as an organizational operating principle – and is committed to continued learning on issues related to race, gender, gender identity, sexual orientation, equity, diversity, and inclusion.

## **PREFERRED QUALIFICATIONS**

- Interest in or experience working in an organization dealing with conflict prevention and/or transitional justice.
- Experience working in a grantmaking organization.
- Ability to approach issues with an intersectional lens, especially regarding race, disability, class, gender, gender identity, and sexual orientation.
- Additional languages are not required, but knowledge of Spanish, Swahili, French or Portuguese is an asset.

## **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.

## **COMPENSATION AND BENEFITS**

Salary range of \$70,000 to \$80,000 commensurate with 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, up to \$5,250 in annual student loan repayment or college savings assistance for qualified dependents, and is committed to providing transgender-inclusive healthcare.

## **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 minimum requirements
- one writing sample (no more than four pages, attached in PDF format).

No phone calls please.

## **WELLSPRING’S INSTITUTIONAL CULTURE OF RESPECT, EQUITY, INCLUSION AND BELONGING**

Wellspring Philanthropic Fund believes we are strengthened by the diversity of our staff, and welcomes such diversity including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. We welcome applications from people of all cultures, backgrounds, and experiences, and we strongly encourage people of color and persons with disabilities to apply. We actively cultivate an institutional culture that reflects the values of respect, equity and inclusion that we seek through our work to amplify in the larger world.

Wellspring 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 Foundations’ service needs and business requirements. All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on any protected characteristic as defined by law (e.g., race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, sex, sexual orientation, marital or familial status, domestic partner status, veteran

or military status, genetic predisposition or carrier status, and prior criminal convictions, as well as educational attainment.)

**NOTE:** At this time, our preference is that applicants have authorization to work in the United States.

**The application deadline is Friday, April 9, 2021.**