

# Wellspring

Philanthropic Fund 

## Program Director, Economic Justice

### Washington, DC



DRi  
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## ABOUT WELLSRING 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.

People create institutions – such as government and corporations – to serve human needs. While institutions have the capacity to produce good and accomplish great things, they also tend to concentrate power into the hands of a few and protect that power at the expense of the many. In a just society, those who hold power are held accountable for how their choices and the use of power affect the lives of others.

The **rights of all people** are advanced when the rights of the most marginalized and vulnerable peoples are protected.

In a more just society, human rights and dignity extend to all people – from those who historically have had power to those most frequently left marginalized at the edges of society. If a legal or political system can ensure that the most marginalized and vulnerable members of society have access to justice and the opportunity to thrive, then surely justice and opportunity will also extend to those who have greater power and resources to protect their own interests.

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.

A just society is built through just action. As an organization dedicated to social and economic justice, Wellspring tries to live the values they seek to cultivate within broader society by applying principles of fairness, respect, and justice in their dealings with grantees and collaborators, as well as in their own internal management processes and structures.

As responsible stewards, Wellspring must strive to **maximize the impact** of charitable investments.

In Wellspring's pursuit of a more just society, they have an obligation to current and future generations to be diligent and to aim for the same standard of excellence as their grantees. They know they may make mistakes along the way, but are committed to learning from them.

## JOB SUMMARY

Wellspring Philanthropic Fund seeks a Program Director (PD) to develop and lead its new Economic Justice Program, its first new Program in over five years. The Program will develop and manage a US-focused grantmaking portfolio to support the development, assessment and advancement of federal and state policy initiatives to reduce economic inequality and to address systemic drivers of inequality. In addition, the Economic Justice Program Director will serve as a resource for and interlocutor with other Wellspring programs focused on strengthening democratic participation, and on advancing the rights and lived equity of women, people of color, LGBTQI people, and people with disabilities. The Program Director will chair an internal Working Group on Economic Justice, to facilitate cross-program coordination and learning on matters relating to the advancement of economic equity.

The successful candidate will be a seasoned professional with 15 years of experience working to advance economic justice and reduce economic inequality in the United States, through a combination of policy development (research and analysis), advocacy, and public mobilization/constituency engagement. They will have at least five years of experience in a leadership position, a long-term vision, and exceptional networking and collaboration skills. They will be open-minded, possess strong listening skills, and communicate openly and effectively with advocates, funders, and other stakeholders. As a leader in the field, the Program Director will oversee all aspects of strategy, portfolio development and management related to grantmaking programs and serve as a member of Wellspring's Management Team.

## KEY RESPONSIBILITIES

### Strategy

The PD will be charged with developing and executing Wellspring's new Economic Justice grantmaking strategy to support the development, assessment, and advancement of federal and state policy initiatives to reduce economic inequality and address systemic drivers of inequality.

- Design and implement an economic justice grantmaking strategy based on close consultations with the field as well as within Wellspring. This will include:
  - Building close working relationships with national and local civil society actors, including funders and advocates with diverse representation;
  - Identifying where Wellspring would be value-added as a grantmaker and leveraging the expertise and relationships of existing programs;
  - Sequencing grants and coordinating grantee cohorts in order to learn during the process.
- Support organizations, leaders, and networks to ensure a strong advocacy infrastructure and inter-connected field.

- Serve as an internal resource and thought partner in identifying, strengthening, and synthesizing cross programmatic economic justice work.
- Monitor developments in the field to identify emerging needs, gaps, and opportunities.
- Write strategy and background papers to present and explain sets of proposed grantees and levels of funding.
- Work with Wellspring’s Evaluation & Learning staff to integrate measurement and evaluation as well as capacity-building and technical assistance throughout the program internally and among grantees.

### Grantmaking

- Oversee deployment of program grant funds, consistent with approved budgets and strategies; supervise program team’s interactions with prospective and actual grantees, including: meetings, site visits, proposal solicitation and refinement, “due diligence” analyses; preparation of docket materials; monitoring use of grant funds; and identifying and addressing key grantee capacity needs.
- Ensure adherence to internal grantmaking processes via appropriate documentation, grant budgeting, and reporting.

### External Relations

- Represent Wellspring and donors at program-related meetings and other events.
- Build relationships with other actors in fields of interest.
- Maintain a high level of policy expertise on issues related to the program.
- Work at high levels to establish partnerships with other funders and actors through affinity groups and other venues on shared concerns.

### Financial Stewardship

- Ensure effective allocation of funding for the grantmaking budgets.
- Develop annual administrative budget to anticipate and plan for travel, consultants’ fees, and other major and minor capital needs.

### Supervision, Management, and Leadership

- 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.
- Actively support the professional growth and development of program team members.



- Evaluate staff on an ongoing basis. 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.).
- Periodically manage projects and assist partners to manage projects outside the scope of the assigned dockets, as they arise.
- Support the development and implementation of organizational initiatives, priorities, and policies.
- Serve as a bridge between the Economic Justice program staff and Wellspring’s leadership, the Manager/Program Management Teams, the Chief Operating Officer, the Deputy COO, the L&E, Grants Management, and Administrative teams.
- Serve as a resource for and interlocutor with other Wellspring programs focused on strengthening democratic participation, and on advancing the rights and lived equity of women, people of color, LGBTQI people, and people with disabilities.
- Chair an internal Working Group on Economic Justice, to facilitate cross-program coordination and learning on matters relating to the advancement of economic equity.
- Perform other duties and responsibilities as requested.

## KNOWLEDGE AND SKILLS / QUALIFICATIONS

- Minimum of 15 years of experience (at least five of those in a leadership position) with an NGO (e.g., a think tank with a position focused on economic equity) or foundation focused on policy related to economic justice and income inequality in the US and globally.
- An advanced degree (or relevant experience) in economics and/or public policy is desirable.
- Understanding and valuing social justice, including racial and gender equity as an organizational operating principle – and a commitment to continued learning on issues related to race, gender, equity, diversity, and inclusion.

### Communication and Management

- Respectful and open-minded, with 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.
- Ability to think strategically and establish goals and priorities that will be included in a multi-year workplan for the program.

- Ability to work well with the Learning and Evaluation staff in order to develop a program to evaluate the capacity and performance of grantees and the overall program.
- Ability to establish and maintain close, collegial working relationships with colleagues and grantees of diverse backgrounds and perspectives.
- Experience as an effective manager of staff and a budget.
- 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: \$250,000-\$300,000 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 and contribution), support for continuing education and student loan repayment, and is committed to providing transgender-inclusive healthcare.

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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 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 Foundation's 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

#### **HOW TO APPLY:**

For employment consideration, please submit application to  
**WellspringPF@DRiconsulting.com.**

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 relevant to the role (no less than 3 and no more than 5 pages).