



Job Title	Program Officer, Civic Engagement & Immigrant Justice
Department	Donor Philanthropic Initiatives & Executive Giving
Reports to	Director of Donor Philanthropic Initiatives & Executive Giving
Location	Flexible
Status	Full Time

Wellspring Philanthropic Fund’s Donor Philanthropic Initiatives & Executive Giving Department seeks a dynamic, collaborative, and strategic Program Officer to help evolve and implement new strategic efforts to build a diverse and representative nonpartisan electorate that is inclusive of Black, Indigenous, People of Color (BIPOC), naturalized citizens, and young people in Florida and Texas; as well as efforts to promote the protection of the rights of immigrants and their children in the U.S. and the southern border to ensure they are treated with dignity and fairness.

The Program Officer must be a proven leader in both fields and bring a strong intersectional analysis to the work with a clear track record working on racial justice issues and connections to the communities impacted by these issues. The Program Officer must also possess the seamless ability to straddle between these two areas. This position calls for a **depth of knowledge** in state-level, nonpartisan civic engagement and power building in Florida and Texas, as well as in immigrant justice in the U.S.

The Program Officer must have significant lived and/or professional experience working closely with communities that have been historically marginalized from the systems that affect their lives to ensure that the lived experiences of people and communities are at the center of this dual grantmaking approach. The Program Officer must have a demonstrated understanding of effective philanthropy that can be applied across any of these issue areas.

Primary responsibilities fall into four broad categories, each of which is central to the role:

Strategy Development and Implementation

- Under the guidance of the NY-Based Program Director, the Program Officer will implement grantmaking strategies focused on the civic engagement of BIPOC, youth, and naturalized immigrants in Florida and Texas, immigrant justice in the U.S., and other intersecting issues.
- For identified issue areas, research outstanding needs, refine philanthropy strategies and develop goals for impact.
- Stay well-informed of new developments and trends in the selected fields to find emerging needs, gaps, and opportunities, and to supply analyses to synthesize implications for the different portfolios.
- Explore emerging grantmaking strategies across these two issue areas and other social justice issues.
- Promote and participate in fostering open-mindedness and a culture of learning – including learning and evaluation activities to guide the evolution of programmatic work – seeking to continually ask hard questions, gather independent and rigorous data and evidence about effectiveness of the foundation and grantees’ strategies, and help adapt practice as needed.

Grantmaking

- Explore potential grantee partnerships, manage grantee relationships, analyze background information, ask for and develop funding proposals, determine appropriate funding levels, and prepare grant recommendations.
- Conduct site visits to monitor grantee work, reviewing progress reports, conducting evaluations of grantee programs, and monitoring use of grant funds.
- Ensure compliance with internal grantmaking due diligence and monitoring protocols. Liaise with Grants Management and Legal teams to troubleshoot compliance issues and ensure prompt and smooth grant transactions.

External Relations

- When relevant, create annual work and reports, and prepare presentations and memos to educate Wellspring leadership and donors on strategy, emerging areas, and grantmaking impact.
- Build and keep engagement with peer funders, thought leaders, affinity groups, and civil society organizations working in fields relevant to human rights and atrocity prevention and response.
- Engage in creative use of convenings, co-funding, partnerships, pooled funds, and other philanthropic tools to promote a common grantmaking agenda and advance learning in the social justice sector.
- As needed, source and manage outside consultants: develop RFPs, solicit proposals, develop work plans, oversee contracts, and ensure high-quality deliverables.
- Represent WPF at conferences and meetings with NGOs, funders, experts, and consultants; ensure follow-up, as needed. This may include some minimal international or domestic travel.

Team and Organizational Engagement

- Contribute to the advancement of organization-wide initiatives at Wellspring, including internal committees or task forces with program and operational staff.
- Initiate and lead institutional discussions on common thematic areas of interest or grantmaking practice, collaborating with staff from other program areas to share and align strategic thinking.
- Participate in team activities to coordinate workflow, learn, align grantmaking, and represent the Donor Philanthropic Initiatives & Executive Giving team internally.

KNOWLEDGE AND SKILL REQUIREMENTS/QUALIFICATIONS

- 10-15 years of experience leading social justice strategies and proven subject-matter expertise related to local and state-level civic engagement in Florida and Texas (or the Southern region) and immigration justice in the U.S., including significant experience with demonstrable impact in BIPOC communities and/or other historically disenfranchised communities, and strong connections to these communities.
- 5+ years of experience working in philanthropy; including developing philanthropic strategies and executing a philanthropy portfolio for individual philanthropists highly preferred.
- A strong sense of how to apply racial justice analyses to strategy is required.
- Written and verbal fluency in English (required).
- Strong orientation for, and commitment to donor service; ability to assess and meet the donors' goals and preferences. A passion to serve in a way that demonstrates respect and comradery.
- Comfortable working autonomously and also with a broader team in support of donor initiatives.
- Proven organizational skills and ability to manage complex processes and track multiple projects.



- Must thrive when working under deadlines, have strong project and time management skills, and be able to handle multiple tasks simultaneously without sacrificing attention to detail.
- Comfortable in a fast-paced and evolving environment and a willingness to share in both “big picture” thinking and administrative tasks to meet tight time frames and creatively problem solve.
- Excellent interpersonal skills. Possession of sound judgment, tact, humility, and discretion required in order to work effectively with a wide range of internal and external stakeholders.
- Highly flexible and adaptable, self-starting team player with a direct, honest, and respectful approach to problem solving.
- Excellent analytic abilities, research, writing, editing, and communications skills.
- Ability to contribute to a strong sense of community among staff.
- 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, equity, diversity, inclusion and belonging.
- Ability to travel domestically up to 25% of the time is required (Note that Wellspring Philanthropic Fund is prioritizing the safety of its team during the COVID-19 pandemic and has suspended travel for the time being).
- Ability to handle confidential information with complete discretion
- Bachelor’s degree or equivalent work experience required.
- Advanced knowledge of MS Word, Excel, PowerPoint, and Asana.

PREFERRED QUALIFICATIONS

- Experience in a nonprofit grantmaking environment.
- Familiarity with narrative change for social justice a plus.
- Foreign language skills, including Spanish, a plus.

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: \$115,000 - \$130,000 based on experience. We offer 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 dependents 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.

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: Development Resources, inc. (DRi) has been retained to support Wellspring Philanthropic Fund in conducting this search. Interested applicants should follow the instructions listed [here](#).