Job Announcement

Job Title  Program Associate
Department      Program – Civil Society
Reports to         Program Director – Civil Society
Location      Washington, D.C.
Status      Full Time

ABOUT WELSPRING

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

THE OPPORTUNITY

Wellspring Philanthropic Fund seeks a Program Associate to join its Civil Society team. The Civil Society program at Wellspring works to engage historically disenfranchised communities in the democratic process, to expand access to the ballot for those constituencies, and to protect their ability to participate. Strategies include voter engagement activities such as, mobilization and education; community organizing and empowerment; nonpartisan advocacy to defend the right to vote and expand voter participation; and more. This role performs and coordinates programmatic tasks and grantmaking support for the team.
KEY RESPONSIBILITIES

• Administrative
  o Work together with the Administrative Assistant to provide guidance on tasks such as coordinating meetings, convenings; making travel and other logistical arrangements; and taking on other tasks as needed.
  o Facilitate the preparation and management of team meeting agendas, retreats, and work plans.
  o Contribute to and support team on grants management process, including:
    ▪ Serving as liaison with the grants management team
    ▪ Entering records in the database, answering grantees’ questions about the proposal process, and communicating with grantees as needed.
    ▪ Monitoring and reconciliation of program budgets.
    ▪ Ensuring that proper grant approval procedures are followed and tracked.
    ▪ Track and communicate with program and grants management team members about upcoming deadlines.

• Programmatic
  o Work closely with program team supporting a portfolio of grants focused on integrated civic and voter engagement, voting rights, research and shared infrastructure and resources. This may include:
    ▪ Serving as a compliance checkpoint to ensure that grantmaking stays within yearly budgets, and to ensure grant proposals comply with internal standards.
    ▪ Supporting “due diligence” in reviews of grant proposals and applicant organizations, including determining where additional information is needed from the applicant.
    ▪ Assisting program officers and the program director with drafting of summaries of grant proposals and writing analysis as needed.
    ▪ Assisting 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.
    ▪ Assisting the team, supporting planning and project management and participating in the development of strategy, strategic plans, evaluations, and reviews.
    ▪ Support planning and project management processes such as grant evaluations and development of new strategic plans.

• Research
  o Conduct research as needed, including civic engagement issues, potential grantees, opportunities for grant-making and other topics as requested by team.
  o Support analysis and synthesis of grant materials and information to develop insights for strategic planning and implementation.
Track news stories and stay abreast of policy developments and changes in the field, reporting updates to the team as requested.

• Internal Communications
  o Research and prepare donor education materials and other materials for internal Wellspring use, such as presentations, staff meeting presentations, work plans, and annual reports.
  o Manage donor updates, including by collecting newsworthy items, grantee updates, and consulting with program officers on content edits.
  o Prepare, proofread, and edit written work as requested.

• External Representation
  o Coordinate calls and meetings and assist with the development of materials for funder education efforts, such as for conferences, affinity groups and donor collaborative funds.
  o As requested, represent Wellspring at site visits, conferences or other meetings related to current and potential areas of investment and prepare notes to support team knowledge sharing.

• Other Responsibilities
  o Conduct other research and administrative duties, as requested.
  o Participate with other staff on internal Wellspring committees or working groups outside of the program’s scope as needed.

QUALIFICATIONS
• Three to four years of professional experience required.
• Familiarity with the U.S. civic engagement field, and demonstrated commitment social and racial justice, and human and civil rights.
• Bachelor’s degree or equivalent experience required in relevant field such as political science, public policy, American government, etc.
• Prior project management experience, including proven ability to track and analyze project deliverables, track variances, and execute reporting.
• Excellent English language writing, editing and proofreading skills.
• Excellent analytic abilities and organizational skills.
• Comfort with quantitative information and data, budgets, and financial information.
• Ability to accurately summarize complex documents and synthesize written material.
• Initiative, resourcefulness, and flexibility.
• Ability to handle confidential information with complete discretion.
• Excellent interpersonal skills in a cross-cultural, team environment.
• Ability to multi-task, work well under pressure to meet deadlines and work both independently and collaboratively.
• Ability and willingness to travel domestically (conditions permitting.)
• Demonstrated willingness to learn and be open to new ideas.
• Familiarity and comfort with MS Office applications and other uses of technology, software, and social media.
• 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, and inclusion.

PREFERRED QUALIFICATIONS
• Experience working in a civic engagement or social justice effort, community organizing and/or nonprofit advocacy or public policy organization, movement, or program.
• Familiarity with the process and theory of building effective grassroots and civil society organizations.
• Experience in a nonprofit grant making, advocacy, or social justice organization.
• Experience with grants management databases.
• Experience with data visualization and communication tools.

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 $69,000 - $73,000 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.

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.)

**COVID-19 HIRING UPDATE**

To ensure the safety and well-being of our employees, we will continue to monitor the situation and follow the recommendations from the Centers for Disease Control and Prevention (CDC). When circumstances allow, staff will work full-time from our DC office.

**HOW TO APPLY**

For employment consideration, please submit application to jobs@wpfund.org. Subject Line: “CS Program Associate-- [Your name].” 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.

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

The application deadline is February 18, 2022.