



Program Officer, Global Migration, SOGIE Program
Program Officer, Domestic, SOGIE Program
New York, New York

THE OPPORTUNITY

Wellspring Philanthropic Fund (WPF) is a private grantmaking foundation dedicated to advancing the realization of human rights and social and economic justice for all people. With 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.

Core to Wellspring's commitment to human rights, the Sexual Orientation, Gender Identity and Expression (SOGIE) Program seeks to confront and dismantle entrenched homophobia and transphobia and to build a world in which all LGBTQI people, including the most marginalized, enjoy full autonomy, safety, dignity, and rights. **WPF now seeks two Program Officers to join its Sexual Orientation, Gender Identity & Expression Program (SOGIE).** The new Program Officers will bring capacity and expertise to a growing team dedicated to changing the legal, social, political, and economic structures that currently undermine LGBTQI people's full enjoyment of equality and justice. The ideal candidates will have deep knowledge of LGBTQI movements and bring leadership to a distinct portfolio of grants within one of the following two portfolios:

- **Globally focused on LGTBQI people in migration with an emphasis on Latin America:**
 - Improvement in the ability of regional and international asylum systems to respond to the needs of LGBTQI migrants, especially transgender & gender nonconforming migrants.
 - Greater protection from violence and increased safety and security for LGBTQI people in migration especially from Central America and at the US Southern Border.
 - A reduction in the detention of LGBTQI migrants and asylum seekers at the Southern Border and within the US.
 - Intersection of economic disparities with LGTBQI livelihoods globally.
- **Domestically focused on a broad US based portfolio across LGTBQI movements with an emphasis on:**
 - Domestic policy work at the state and federal level.
 - Economic equity, empowerment, and inclusion related to LGTBQI people.
 - Increasing the body of research and evaluation of economic policy implications on LGTBQI communities.

Each Program Officer will bring knowledge and familiarity in the core content areas of the portfolio specifically: (1) LGBTQI migration issues with Spanish language fluency required; or (2) domestic LGBTQI policy, economic justice, and movement work. As an organization dedicated to social justice, WPF strives to live the values they seek to cultivate within the broader society by applying principles of fairness, respect, and justice in their relationships with their grantees and collaborators, as well as in their internal management processes and structures. Successful candidates will embody WPF's values and approach and be drawn to the opportunity to support this important movement work as a trusted partner.

WELLSPRING PHILANTHROPIC FUND & SOGIE PROGRAM OVERVIEW

As a private grantmaking foundation with a focus on human rights and social and economic justice, Wellspring Philanthropic Fund prioritizes work in the following areas:

- Promote the realization of human rights and access to economic and social justice – including **racial, gender, and economic justice** – as reflected in global norms, national policies, and local practice.
- Expand the voices, dignity, and interests of the most marginalized and vulnerable communities, including women, children, people living in poverty, people of color, people with disabilities, LGBTQI people, and people affected by armed conflict and mass atrocities.
- Encourage vibrant, responsive, and participatory democracy.
- Support the ability of people to hold governments and other powerful institutions and individuals accountable to the rule of law.

The Sexual Orientation, Gender Identity and Expression (SOGIE) Program seeks to eradicate the stigma, discrimination, and violence perpetuated by homophobia and transphobia. It celebrates the diversity of the LGBTQI community and recognizes that heteronormativity, misogyny, racism, xenophobia, colonialism, state violence, and white supremacy impact people in different ways. The Program centers LGBTQI people who face the greatest barriers – youth, transgender and gender nonconforming people, Black people and other people of color, and refugees and migrants. A world that is safe for the most marginalized among us means that we are moving closer to a world that is safer for us all.

The SOGIE Program believes that durable social change is rooted in strong movements, bold leadership, and transformative ideas. This is fostered by developing and supporting a vibrant ecosystem of diverse and effective actors dedicated to changing the legal, social, political, and economic structures that currently undermine LGBTQI people's full enjoyment of equality and justice.

Core to all work at WPF is a set of organizational and programmatic values that form the base for how they approach the work and serve as guiding principles for Wellspring staff:

- **Humility:** openness to listening to and learning from groups and leaders working on the ground, from colleagues in philanthropy and across WPF, and to elevating the work of our grantees, not ourselves.
- **Respect:** for WPF grantees and colleagues, their perspectives, pressures, and contributions.
- **Teamwork:** a desire to work collaboratively and supportively with grantees and WPF.
- **Curiosity:** to explore, to learn, to adapt, and to innovate in developing a grantmaking portfolio that is centered on the needs, priorities, and perspectives of those most impacted.

CORE RESPONSIBILITIES

These new Program Officers represent critical investments in WPF's commitment to the SOGIE program and will deepen the expertise, strength, and capacity of the team. In addition to the content areas outlined, the SOGIE Program expects the new Program Officers to share responsibility for grantmaking in other areas, including movement, field-building, and legal and policy work, and to work collaboratively under the direction of the SOGIE Program Director and with team members across SOGIE and the foundation. The Program Officer's responsibilities fall in three broad categories, each of which is central to the role:

Strategy and Grantmaking

- Develop, refine, and implement grantmaking priorities and strategic approaches to advance the program's theory of change, goals, objectives, and outcomes and contribute to strategic learning, evaluation, and program adaptation.
- Monitor new developments and trends in the field and provide analyses to synthesize implications for the program and ensure that Wellspring's resources are directed appropriately toward the highest level of impact.
- Identify potential grantees and invite grantmaking proposals; build relationships and trust with prospective grantees and partners; conduct due diligence; and write grant recommendations.
- Effectively manage grantee relationships, review progress reports, conduct evaluations of grantee programs, and monitor use of grant funds.
- Act as a connector between grantees and partners, strengthening relationships across sectors and seeking opportunities for collaboration.
- Ensure adherence to internal grantmaking processes via appropriate documentation, grant budgeting, data entry, and reporting.
- Collaborate with the department of Learning and Evaluation to develop ways to evaluate grants and share learnings.

External Relations

- Engage with peer funders and external stakeholders working in fields relevant to the SOGIE Program by sharing best practices and integrating new learnings into the portfolio.
- Take part in creative use of learning processes, conferences, convenings, co-funding partnerships, pooled funds, and other tools to promote common and complementary grantmaking agendas and advance learning in the philanthropic and advocacy sectors.
- Participate on panels at funder conferences and other learning opportunities highlighting WPF's grantees' work and progress made under the program's grantmaking strategy.
- Remain well-connected to key actors in the field and understand what new and deepening opportunities exist to lift up and support communities on the ground.

Organizational Engagement

- Support and contribute to SOGIE Program team development and infrastructure, including weekly meetings and annual retreats.
- Shape and participate in internal program presentations and opportunities for shared learning.
- Advance institution-wide initiatives, including by serving on internal committees and/or task forces.
- Contribute to educating and engaging Wellspring's donors, leadership, other staff members, and public audiences on issues and develop program communication materials, in collaboration with the team and other Wellspring departments.

QUALIFICATIONS OF THE IDEAL CANDIDATE

The ideal candidate brings a deep commitment to WPF's mission and passion for LGBTQI liberation. They should bring both a seriousness of purpose and a sense of joy to the work. WPF seeks colleagues eager to learn, grow, and be part of an enterprise larger than themselves. Key qualifications include:

Content Knowledge and Champion

- Ten years' experience in social justice work paired with deep knowledge and expertise of LGBTQI movements and issues gained through professional and/or lived experience.
- An understanding and commitment to continued learning of the forces that create and maintain systemic inequities.
- Passion for and commitment to social justice, including racial and gender equity, as an organizational operating principle – and committed to continued learning on issues related to race, gender, identity, disability, equity, diversity, inclusion, and belonging.
- **Program Officer, Migration:** Familiarity with key issues and trends facing migrants globally and specifically in Latin America and at the US Southern border, and how those intersect with LGBTQI people; Fluency in Spanish and experience living outside the United States required in order to effectively communicate with and support grantees in Latin America.
- **Program Officer, Domestic:** Familiarity with domestic policy/advocacy landscape and the economic disparities facing LGBTQI people; experience leveraging and advocating for pathways toward greater economic equity, empowerment, and inclusion.

Reasoning and Strategic Thinking

- Ability to center an intersectional analysis of equity, especially regarding race, class, gender, sexual orientation, gender identity, and gender expression.
- Excellent research and analytical skills with the ability to recognize connections and identify patterns; curiosity to seek out information and connection across a broad range of issues and synthesize information clearly and concisely.
- Sound judgment and the ability to make complex, multidimensional decisions based on both facts and experience.
- Strong oral and written communication skills and dexterity in communicating with a broad diversity of partners and audiences with clarity and authenticity.

Building Relationships and Influencing Others

- Demonstrated ability to establish and maintain close, collegial, and effective working relationships with colleagues and grantees of diverse backgrounds and perspectives.
- Strong listening skills with the ability to quickly connect and build trust.
- A collaborator and team player, someone who is open, adaptable, and leads with humility.

Portfolio Management

- Ability to plan and manage multiple priorities on different timelines.
- Sophistication and commitment to adhere to confidentiality policies and manage confidential information thoughtfully.

WORKING WITH WPF

While this position will be based in New York, NY, please note that due to COVID-19, all WPF staff are currently working remotely. WPF anticipates being able to reopen their offices in accordance with health and safety guidelines in 2022 at which time the position is expected to work out of the NY based office on a hybrid schedule. Once it is safe, travel 30-40% of the time will be required as the Program Officer builds relationships and engages with partners.

The salary range for this position is \$120,000 - \$135,000 based on experience. WPF offers a very generous benefits package including health insurance (with 100% of the premiums paid for employees and 80% of the premiums paid for spouses, domestic partners, and qualified family members), life insurance, long-term disability protection, 401(k) retirement plan, 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.

TO APPLY

More information about **Wellspring Philanthropic Fund** may be found at: wpfund.org

This search is being led by [Carolyn Ho](#), [Jess Powers](#), and [Britni Russel Bianchi](#) of [NPAG](#). Candidates may submit their cover letter, outlining their interest and qualifications, along with their resume via NPAG's [website](#). **Please indicate to which Program Officer role you are applying (Global Migration or Domestic)**. If we can make the application process easier through accommodation, please let us know.

WELLSPRING'S INSTITUTIONAL CULTURE OF RESPECT, EQUITY, INCLUSION AND BELONGING

Wellspring Philanthropic Fund is an equal opportunity employer who 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. **Since our effectiveness as a social justice grant maker is enhanced to the extent that our team includes individuals whose life experiences and perspectives have proximity to or alignment with the life experiences and perspectives of those whose interests they work to advance, LGBTQI people are especially encouraged to apply.**

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.

All applicants must already be legally eligible to work in the United States at the time of application to be considered for these positions.