

Job Announcement

Job Title:	Program Associate
Department:	Programs, Donor Philanthropic Initiatives & President's Fund
Reports to:	Program Director, Donor Philanthropic Initiatives & President's Fund
Location:	New York, New York
Status:	Full-time

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, D.C. and New York City, 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 seeks a Program Associate to join its Donor Philanthropic Initiatives and President's Fund team (DPIPF). The DPIPF program supports donor initiatives which are highly aligned with WPF's thematic program areas, and the President's Fund, a discretionary portfolio managed under the leadership of Wellspring's President and direction of the Program Director, and is intended to support initiatives that broadly advance our mission.

The Program Associate reports to the Program Director and works collaboratively with the Program Officers, Administrative Assistant, Grants Management team, and other Wellspring staff. Day-to-day, the Program Associate contributes to the following key priorities:

- Grants Process Coordination
- Program
- Communications and Research

This is an incredible opportunity for a social justice generalist – someone with a breadth of knowledge in a range of areas, rather than a concentration on only one content area – to leverage their knowledge toward a donor driven portfolio and a collaborative team.

KEY RESPONSIBILITIES

Grants Process Coordination

- Coordinate the team’s grantmaking process, including entering information into the grants database.
- Managing team grantmaking calendar to ensure program staff meet all deadlines and ensure a smooth grantmaking process.
- Support “due diligence” in reviews of grant proposals and applicant organizations, including determining where additional information is needed from the applicant.
- Liaise with Grants Management and the program team, serving as a compliance checkpoint to ensure that grantmaking stays within yearly budgets.
- Develop and demonstrate deep knowledge of the Wellspring Grants Manual. Serve as a team resource on policies and procedures.

Program

- Work closely with program staff to support DPIPF grantees across diverse themes and portfolios, both within the United States and globally. This may include:
 - Assist program staff with analyzing and summarizing grant proposals and drafting grant recommendations.
 - Assist program staff with tracking grantee work and outcomes, including reviewing reports, participating in meetings with grantees, and reading and tracking news and research that relates to the work.
 - Participate in grant meetings, site visits, take notes, ensure follow-up, and save relevant materials.
 - Represent Wellspring at external meetings and conferences with partners, funders, and field leaders, including domestic travel (when safe).
 - Contribute to strategic plans, and the program team’s learning agenda.
 - Draft and edit grant evaluations and recommendations.
- When necessary, work in collaboration with the Administrative Assistant to provide logistical and coordination support for program related activities.
- Support the Program Director and the team with consultant procurement and selection process(es).

Communications and Research

- Research and prepare donor education materials and other materials for internal Wellspring use, such as donor memos, presentations, staff meeting presentations, work plans, and annual reports.
- Conduct research related to field developments, potential grantees, and other topics requested by the program team. Write short memos and issue briefs.
- Convey information effectively through written and visual materials (i.e. graphics, memos, and slides, etc.).
- Manage donor updates, including by collecting newsworthy items, grantee updates, and consulting with program officers on content edits.
- Prepare, proofread, and edit written work as requested.
- Recommend and implement improvements to team systems and work within project management platforms.

Other

- Participate on internal Wellspring advisory groups, task forces, and processes; as needed.

QUALIFICATIONS

- Commitment to human rights and social justice
- Bachelor's degree OR equivalent experience in a relevant field.
- Three to six years of experience in a professional office environment working as a member of a team executing tasks relevant to the job description.
- Service-oriented with a strong commitment to client service and support.
- Ability to manage complex processes in a fast-paced environment.
- Highly organized and adaptable; comfortable knowing every day at work may be different.
- Strong organizational skills and ability to creatively problem solve.
- Ability to meet deadlines and handle multiple tasks simultaneously.
- A self-starter; comfortable working autonomously but also as part of a larger team.
- Proficiency with office technology and tools including Microsoft Word, Excel, PowerPoint, Outlook, Asana, Box, and Zoom.
- Excellent English-language writing, editing, critical thinking, and communications skills.
- Excellent desk research skills. Ability to summarize complex ideas and synthesize.
- Strong cross-cultural communication skills. Demonstrates humility and the ability and eagerness to build relationships with partners and colleagues of diverse backgrounds and perspectives.
- Ability to handle confidential information with integrity and complete discretion.
- Willingness to learn, to be open to and generate new ideas, and to 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, equity, diversity, and inclusion.

PREFERRED QUALIFICATIONS

- Familiarity with social justice organizations in the U.S that are working on/have worked on civic engagement and immigrant justice.
- Non-English language capabilities.
- Experience working in a grantmaking or nonprofit organization.

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 \$80,000–\$90,000, 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

Wellspring's Offices have returned to in-person work using a hybrid model. Staff are required to be fully vaccinated and to work from the office Tuesday - Thursday and have the option to work remotely Monday and Friday. 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.

HOW TO APPLY

For employment consideration, please submit application to jobs@wpfund.org Subject Line: "DPIPF-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 less than 3 and no more than 5 pages, attached in PDF format).

NOTE: All applicants must be legally eligible to work in the United States at the time of hire to be considered for this position.

The application deadline is August 12, 2022