



WELLSPRING PHILANTHROPIC FUND

PROGRAM DIRECTOR - CIVIL SOCIETY

www.wpfund.org

The Organization:

Wellspring Philanthropic Fund is a private grantmaking foundation dedicated to advancing the realization of human rights and the effective advancement of social justice for all people. We ground our work in our respect for the inherent worth and dignity of every person, and we prioritize the advancement of racial, gender, and economic justice across all our programs. Through domestic and international grantmaking, Wellspring strives to cultivate accountable social systems and structures that uphold human dignity, strengthen agency, and advance equity for all people, and to contribute to making real change that matters. As responsible stewards, we strive to maximize the impact of our charitable investments and make a tangible difference in shifting conditions that materially affect people's lives.

Wellspring has offices in New York, NY and Washington, DC. For more information, please visit www.wpfund.org.

The Role:

Location: Washington, DC

Reports to: Vice President, Programs

The Civil Society (CS) program works to create a more equitable, representative, and fully engaged electorate and a more just, responsive, and resilient US democracy. Strategies include nonpartisan voter engagement, specifically to increase the participation of historically underrepresented people; expanding and defending access to the ballot for those constituencies; and supporting the development of policies, processes, and systems that ensure their ability to participate equitably in the democratic process. The program also encourages collaboration and capacity building; tests innovative strategies to increase effectiveness; and supports rigorous research and experimentation advance knowledge and understanding in the field.

Position Summary:

Wellspring is recruiting for a Program Director responsible for the overall management and direction of Wellspring's Civil Society Program. As a leader in the field, the Program Director will oversee all aspects of strategy, portfolio development and management related to grant making programs and serve as a member of Wellspring's Management Team.

Responsibilities include managing the civil society program team (including hiring); informing and engaging donors and the Board around the program's work; overseeing the deployment of substantial grantmaking and operations budgets; projecting thought leadership and managing key external relationships with field leaders and funders; supporting coordination and shared learning with other Wellspring programs; and contributing to sustaining a mission-aligned internal organizational culture.

Key Responsibilities:

Strategy

Design and implement a grant making 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 a value-add as a grant maker 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 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 staff on program measurement and evaluation.
- Work with the Vice President of Programs on executing grant making strategies and priorities and implementing the program's strategic plan.

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 grant making processes via appropriate documentation, grant budgeting, and reporting.

External Relations

- Represent Wellspring 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 grant making budgets.
- Develop and oversee an annual administrative budget to support the work of the Program, including such items as travel, consultancies, convenings, etc.

Supervision, Management, and Leadership

- Manage, supervise, and work integrally with program staff in accomplishing the above-mentioned 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 as necessary.
- In accordance with personnel policies, make decisions regarding working conditions of staff (e.g., telecommuting, etc.).
- Periodically manage projects and assist Foundation leadership to manage projects outside the scope of the assigned docket, as they arise. Support the development and implementation of organizational initiatives, priorities, and policies.
- Serve as a bridge between the program staff and Wellspring's leadership, the Vice President of Programs, the Management/Program Management Teams, the Chief Operating Officer, the Deputy COO, and the Evaluation, Grants Management, and administrative teams.
- Serve as a member of Wellspring's Program Management Team.
- Perform other duties and responsibilities as requested.

Knowledge And Skill Requirements/Qualifications:

The successful candidate will be a seasoned professional with a minimum of 15 years of experience working in the field. 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.

- Minimum of 15 years of experience (at least 5 of those in a leadership position) working on U.S. domestic civil society and civic engagement issues in the United States, with a focus on voter engagement and voting rights.
- An advanced degree (or relevant experience) in relevant program area.
- Deep knowledge of and strong relationships with leading national and grassroots organizations working on civic engagement and voter registration.
- Significant experience working effectively in funder collaboratives or in collaboration with grassroots and/or advocacy organizations on relevant issues.
- Demonstrated ability to establish and maintain close, collegial, effective working relationships with colleagues and grantees of diverse backgrounds and perspectives.
- Experience in developing and implementing strategic plans or initiatives that engage diverse perspectives and stakeholders.
- 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.
- Experience working on civic engagement, voting rights, and/or election reform issues in or with organizations representing historically disenfranchised communities.
- Experience conducting civic engagement, voting rights, and/or election reform activities with an equity lens on behalf of historically disenfranchised communities.

Communication and Management

- Respectful and open-minded, with strong interpersonal and listening skills.
- Strong written and oral communication (including public speaking) 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 our donors.
- Ability to handle confidential donor information with complete discretion.
- Ability to think strategically, to establish meaningful goals and strategic pathways grounded in plausible theories of change, to use data to assess progress, and to adjust course as needed, and to learn from failure as well as success.
- Ability to work well with the Vice President of Programs and the Evaluation staff to develop strategies and plans to evaluate the Civil Society program.
- Ability to establish and maintain close, collegial working relationships with colleagues and grantees of diverse backgrounds and perspectives.
- Experience as an effective manager and mentor of staff.
- Responsible stewardship and capable budget management.

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.

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: \$264,000 - \$350,000.

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 contribution), support for continuing education and student loan repayment, and is committed to providing transgender-inclusive healthcare.

Wellspring's Institutional Culture of Respect, Equity, Inclusion & 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 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

This role is required to work from our DC office on a hybrid schedule. Staff are required to be fully vaccinated and work from the office Tuesday - Thursday with 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.

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To apply, please contact:

Tory Clarke
Partner, Bridge Partners
tory.clarke@bridgepartnersllc.com

Your application should include the following information in PDF format:

- a current resumé;
- a thoughtful cover letter;
- your salary requirements.

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

Applications will be considered on a rolling basis, so we encourage you to submit your interest as soon as possible.