



## Job Announcement

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| <b>Job Title</b>  | <b>Program Director</b>  |
| <b>Department</b> | <b>Program – Sexual Orientation Gender Identity and Expression</b> |
| <b>Reports to</b> | <b>Vice President, Programs</b>                                    |
| <b>Location</b>   | <b>New York, New York</b>  |
| <b>Status</b>     | <b>Full Time</b>   |

### **ABOUT WELLSPRING**

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](http://www.wpfund.org).

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. The SOGIE Program believes that durable social change is rooted in strong movements, bold leadership, and transformative ideas. We support 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. We complement this ecosystem support with sustained grantmaking in thematic areas and opportunistic grantmaking where we see the potential to accelerate progress. Our funding seeks to recognize and elevate the deep connections between formal and substantive equality for LGBTQI people and movements for racial, gender and economic justice.

### **POSITION SUMMARY**

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

Responsibilities include managing the SOGIE 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:

- Developing strategic grantmaking approaches that respond to established priorities, and proactively investigate and describe grantmaking opportunities and challenges in line with the goals and objectives of the SOGIE program.
- Building close working relationships with national and local LGBTQI 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.
- Supporting organizations, leaders, and networks to ensure a strong movement infrastructure and interconnected field.
- Serving as an internal resource and thought partner in identifying, strengthening, and synthesizing cross programmatic work.
- Monitoring developments in the field to identify emerging needs, gaps, and opportunities.
- Writing strategy and background papers to present and explain sets of proposed grantees and levels of funding.
- Working with Wellspring's Evaluation staff on program measurement and evaluation.
- Working 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 current and prospective 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 and may manage a relatively small number of grants.

### **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.
- Establish partnerships with philanthropic and movement leaders through affinity groups and other forums on shared concerns.

### **Financial Stewardship**

- Ensure effective allocation of funding for the grant making budgets.
- Develop and oversee an annual administrative budget for the SOGIE Program, including 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 dockets, 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 compelling long-term vision for LGBTQI rights, 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 at an NGO or foundation) focused on SOGIE issues in the United States and/or internationally.
- Deep knowledge of and strong relationships with leading national, international, and grassroots organizations working on SOGIE issues and with LGBTQI communities, particularly the most marginalized LGBTQI community members, such as trans and gender non-conforming people; Black, Indigenous and people of color; justice and immigrant system impacted LGBTQI people; youth; and economically disenfranchised LGBTQI people.
- Experience working on SOGIE issues with or in organizations who prioritize conducting their work within and across movements for LGBTQI, gender, racial, and economic justice.
- 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.

- Understanding and valuing social justice, including racial and gender justice as an organizational operating principle – and a commitment to continued learning on issues related to race, gender, equity, diversity, and inclusion.
- Significant experience working effectively in funder collaboratives or in collaboration with grassroots and/or advocacy organizations on SOGIE and 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.

### Communication and Management

- Respectful and open-minded, with strong interpersonal, listening and communication 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 work well with the Vice President of Programs and the Evaluation staff to develop strategies and plans to evaluate the SOGIE program.
- Experience as an effective manager demonstrating and implementing a human and learning-centered work culture that values equity, cultural humility, humor, interdependence, work-life balance, and open communication.
- Demonstrated ability to communicate effectively as a manager, including giving and receiving positive and constructive feedback, and proactively soliciting and integrating input from team members as a core part of decision-making processes.
- Demonstrated ability to meaningfully integrate principles of diversity, equity, inclusion, and belonging in leadership of team, relationships with team, and across the organization
- 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 frequently (25%).

### **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.

## **HOW TO APPLY**

**To apply, please contact Jenna Capeci at [SOGIEprogramdirector@capeciconsulting.com](mailto:SOGIEprogramdirector@capeciconsulting.com). Applications will be considered on a rolling basis, with an anticipated closing date of January 31<sup>st</sup>.** Due to the volume of applications typically received, we can only reply to shortlisted candidates. Interviews with WPF are scheduled to begin in February 2023.

**Your application should contain the following information in PDF format:**

- A current resumé detailing recent and relevant experience.
- A one- to two-page letter of interest that responds to the following questions:
  - What motivates you to apply?
  - How would your skills and experience advance the work and goals of Wellspring Philanthropic Fund and the SOGIE Program?
  - How has your personal or professional experience prepared you to contribute to a work environment with a strong commitment to diversity, equity and inclusion?
- Your PDF should be labeled: Last Name, First Initial- SOGIE PD Application
- 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 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 expected to work from our NY 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.