

Charles Hayden Foundation

140 Broadway · Suite 5110 · New York, NY 10005 · Tel: 212 785-3677

Job Description - Program Manager

About the Charles Hayden Foundation

The Charles Hayden Foundation supports youth-serving organizations in New York City and Boston that equip young people with the education, skills, and support systems necessary for long-term success. The Foundation envisions a world where all youth have equitable access to opportunities and resources to pursue healthy, meaningful, and economically secure lives. Our grantmaking strategy is guided by our Theory of Change and 2025-2028 Strategic Plan, which emphasizes youth outcomes, partnership, equity, and learning.

Position Summary

The Program Manager (PM) plays a critical role in implementing the Foundation's grantmaking strategy and maintaining strong relationships with grantee organizations. The PM manages a portfolio of grants, conducts due diligence and site visits, supports grantee learning and capacity-building, and contributes to organizational learning and field engagement. The Program Manager will report to both the President & CEO and the Senior Program Manager and work closely with the Foundation team to ensure that grantmaking is aligned with our mission, strategic goals, and values.

This is a hybrid position based in New York City, with an expectation of being in the office at least three days per week. The Program Manager will also be expected to travel to Boston periodically throughout the year to engage with grantee partners, conduct site visits, and participate in community and field-building activities. The role requires the ability to comfortably navigate a variety of settings, including school buildings, youth centers, neighborhoods, and summer camps, in order to connect with young people and partner organizations where they are.

The ideal candidate is a collaborative, strategic thinker with excellent relationship management and communication skills, and a deep commitment to advancing equitable opportunities for under-resourced youth.

Key Responsibilities

Grantmaking & Grantee Support

- Manage a portfolio of grants from inquiry through final reporting, including review of LOIs and proposals, site visits, due diligence, and ongoing communications.
- Monitor grantee progress, review reports, and surface insights or concerns to the Senior Program Manager and President & CEO.
- Ensure grantees understand the Foundation's expectations and feel supported in delivering on their missions.

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- Draft grant recommendations and reports for internal use and board review.
- Provide responsive and respectful technical assistance or referrals to grantees as appropriate.

Strategic Alignment & Learning

- Apply the Foundation's Strategy Screen to assess funding opportunities.
- Contribute to the implementation of the Foundation's impact measurement and learning framework.
- Track grantee outcomes and highlight emerging patterns, promising practices, or challenges.
- Support convenings or shared learning opportunities among grantees.
- Assist in building and maintaining the Foundation's impact dashboard.

Collaboration & Internal Operations

- Maintain accurate records in the Foundation's grant management system.
- Prepare briefing materials for site visits, strategy discussions, and board meetings.
- Collaborate with the operations and learning teams to improve systems and knowledge-sharing.
- Stay informed about trends and developments in youth development, education, and career-connected learning.

Grantee Centered Inclusive Focus

- Advance the Foundation's commitment to equity by building authentic relationships with grantees and being attentive to the unique needs of youth-serving organizations.
- Support efforts to reduce grantee burden and increase access for underrepresented organizations.
- Attend field events and identify opportunities to elevate youth voice and inclusive practice.

Qualifications

- 3–5 years of experience in philanthropy, nonprofit management, youth development, education, or a related field.
- Demonstrated ability to assess program quality, financials, and organizational health.
- Excellent written and oral communication skills.
- Strong interpersonal skills and emotional intelligence.
- Highly organized and detail-oriented; able to manage multiple priorities.
- Commitment to the Foundation's mission and values of equity, trust, and partnership.
- Experience with grant management systems and comfort with data and learning tools.
- Willingness and ability to travel to Boston throughout the year for site visits, meetings with grantees, and field engagement.

Compensation

The anticipated salary range for this role is \$130,000 to \$150,000, commensurate with experience. The Foundation offers a competitive benefits package, including medical, dental, vision, and generous retirement contributions.