**Ms. Foundation for Women** 3-2025

**Job Description**

**General Position Information**

Title: Director of Grantmaking and Capacity Building

Reports to: Chief of Programs  
People Manager: Yes

Manages: Program Officers and Program Staff

Level or Compensation information: $130,000 - $155,000

Location: This position is based in Brooklyn, NY. Ms. Foundation has a hybrid work schedule (M & F WFH; Tues-Wed-Thurs, in office).

**Position Overview**

Reporting to the Chief of Programs, the Director is directly responsible for supervising and managing grantmaking and capacity building programs and initiatives within the GCB team that represent intersectional, feminist, movement building and organizing led by women, girls, and gender expansive people of color, and supports the strengthening and sustainability of grantee leaders, organizations and the overall social justice ecosystem. The Director works collaboratively with GCB staff to design processes to integrate learning and reflection throughout the GCB team’s work. In addition, the Director works closely with other departments within the Foundation, including the Office of the President, Advancement, and the Finance and Operations team to ensure the integration, alignment and impact of our work throughout the organization. The Director also supports projects and initiatives related to Ms. Foundation’s philanthropic advocacy, which aims to increase the quantity and quality of funding, as well as to further philanthropy’s understanding and investment in women, girls, and gender expansive people of color movement building and organizing, as outlined in Ms. Foundation for Women’s strategic plan.

The Director of Grantmaking and Capacity Building (GCB) will be a key member of the Ms. Foundation leadership team and will work directly with other directors and the executive leadership to inform and guide the Foundation’s strategies, culture, and day-to-day activities. We are seeking a Director with a stellar record of equity-centered, trust-based, values-driven grantmaking and capacity building practice, as well as people-centered management and supervising experience. The ideal candidate has substantial experience in grantmaking, a strong network in the philanthropic sector, and solid understanding of how an intermediary public foundation operates.

Ms. Foundation funds intersectional, feminist, movement building and organizing work led by and for women, girls and gender expansive people of color. Ms. Foundation is strongly grantee-centered and relationship-driven and is continually reflecting and refining ways to further adopt trust-based and care-based philanthropic practices. In fiscal year 2025, Ms. Foundation awarded $6.5M to over 180 grants across programs. It is anticipated that the volume and award amount will be similar in FY26.

**Specific Responsibilities/Duties**

**Grantmaking and Capacity Building**

* Work with the Chief of Programs to implement GCB team grantmaking and capacity building goals and priorities, in alignment with Ms. Foundation’s strategic goals
* Supervise GCB grantmaking programs and initiatives, providing mentorship and support to program officers to achieve grantmaking and capacity building goals
* Oversee annual plans and budgets and monitor progress and outcomes of grantmaking and capacity building programs and initiatives
* Oversee and support learning, reflection, and assessments within the GCB team, enabling the team to adjust and improve as needed
* Work interdepartmentally with Ms. Foundation’s staff to collaborate on fundraising and communications, with the goal of increasing the overall influence, impact, and visibility of Ms. Foundation’s grantmaking, capacity building, and learning

**Philanthropic Advocacy**

* Participate in funder affinity groups, external funder meetings and events to represent Ms. Foundation’s priorities and goals; cultivate and build relationships with other funders; stay abreast of trends and new developments in philanthropy and social justice movements
* Leverage and increase resources for Ms. Foundation’s grantees and work led by and for women, girls, and gender expansive people of color organizations through organizing, facilitating, and/or participating in panels, influencing conference agendas and events, and supporting follow-up as appropriate
* Represent Ms. Foundation and actively engage in and provide leadership in external philanthropic networks to organize funders, model trust-based and care-based philanthropic practices, and promote a stronger gender and racial justice lens in the philanthropic sector

**Interdepartmental Collaboration**

* Collaborate directly with other Ms. directors and the executive leadership to inform and guide the Foundation’s strategies, culture, and day-to-day activities
* Collaborate with Development colleagues on grant proposal development, new donor prospecting, maintaining funder relationships, and special events
* Collaborate with Communications team on opportunities to amplify Ms. Foundation’s GCB staff expertise, as well as grantees’ perspectives and expertise
* Collaborate with Finance and Operations in the streamlining and improving of systems and processes related to GCB team’s work including but not limited to grantmaking payments, budgeting, and expense tracking
* Collaborate with the Office of the President on special projects as directed
* Supervise consultants and support staff as needed

**Qualifications**

*Technical and Functional Requirements*

1. Bachelor’s degree and/or 8+ years of related work experience, with increasing levels of responsibility in areas such as grantmaking, capacity building, program management, advocacy, movement building, or leadership development
2. At least 5 years of prior experience working in the philanthropy sector;
3. Established networks and relationships in philanthropy and familiarity with social justice philanthropy or intermediary foundations similar in scope and reach to the Ms. Foundation for Women
4. At least 3 years of staff management experience and a proven record in staff development
5. Strong knowledge and experience in social justice philanthropy, with a trust-based philanthropy lens
6. Strong knowledge and understanding of intersectional, feminist, gender and racial justice grantmaking supporting movement building, grassroots organizing, policy advocacy and community organizing
7. Strong knowledge and understanding of state-level, grassroots, community-based organizations, organizational and leadership development, particularly of smaller, emerging, and mid-sized nonprofit organizations
8. Experience developing and implementing learning and reflection frameworks within a foundation

*Skills and Competencies*

1. Strong planning, administrative, and organizational skills; ability to manage and motivate others; able to work both collaboratively and autonomously while being a committed team player
2. Strong strategic skills and ability to add value to organization-wide planning; ability to work collaboratively and effectively in interdepartmental, mixed-expertise settings
3. Ability to build strong and collegial working relationships with colleagues, grantees, donors, potential funders, and institutional partners
4. Excellent oral and written communication skills, and able to quickly gather, synthesize and summarize information in a clear and jargon-free manner.
5. Excellent analytical, critical thinking, and organizational skills. Proven project management skills, and proficient at meeting deadlines
6. Proficient with Internet and Windows-based technology (Word, Excel, PowerPoint, Outlook).
7. Experience with MicroEdge GIFTS or other grants management software a plus.

*Institutional and Values Alignment*

* Commitment to the Foundation’s mission and vision toward racial and gender justice, supporting grassroots leaders and uplifting the leadership of women, girls and gender expansive people of color
* Demonstrated commitment to the Foundation’s values of integrity, trust and respect, interconnectedness, and social justice – throughout internal and external communications and relationships
* Ability to build strong and collegial working relationships with colleagues, grantees, donors, potential funders, and institutional partners.
* A strong sense of teamwork, humor, flexibility, curiosity, and willingness to learn from mistakes.
* Able to exercise good judgment and maintain confidentiality with critical and sensitive information.