



# Whiting Foundation

## Hiring Organization: Whiting Foundation

**Website:** [www.whiting.org](http://www.whiting.org)

**City and State:** New York, NY

**Title:** Program Officer (FT)

**Location:** New York, NY

**Reports to:** Executive Director

**Status:** **Full Time** – exempt

**About the Whiting Foundation:** The Whiting Foundation provides grants to support emerging writers, established scholars, cultural preservation, and high-school humanities programs. Based in New York City, the Foundation focuses on fostering creativity and deepening understanding of the human experience, bringing about a world where everyone can engage deeply with the richness of literature and the humanities.

### The Programs:

- The [Whiting Awards](#), which annually honor emerging writers of fiction, nonfiction, poetry, and drama.
- The [Nonfiction Grant for Works in Progress](#), which supports the final stages of deeply researched, well-composed books.
- The [Cultural Heritage and Preservation](#) program supports the preservation of endangered cultural heritage worldwide, recognizing that irreplaceable works are being lost.
- The [High-School Humanities](#) program fosters deep engagement with rich works of history, philosophy, literature, and the arts at the high school level, so students graduate equipped with the beginnings of a mental map of human history and cultural achievement.

### The Position and your Impact:

The [Whiting Foundation](#) seeks a **Program Officer** with an avid interest in the humanities and the literary arts, a passion for organization, and project management skills. This is a full-time position reporting to the Executive Director. Working as an integral member of the Whiting team, the Program Officer will gain an insider's understanding of how foundations operate, hone administrative skills, and actively contribute to advancing literature and the humanities.

The ideal candidate will have **3+ years of experience** in literary arts programming, non-profit administration, grant administration, or philanthropy.

### Key Responsibilities:

**The Program Officer** works with the Whiting team to contribute to the vision and mission of the Foundation's portfolio of programs and grants. The Program Officer's main area of focus is the success of the Whiting Awards and Non-Fiction Grant program. Working closely with other Program Officers and

Associates, they support the team in administrative and programmatic tasks, including:

- Support program guidelines and coordinate calls for proposals and timelines.
- Maintain and manage systems for complex processes including updating calls-for-proposals, tracking applications, and coordinating the distribution of applications to reviewers.
- Plan and accomplish tasks related to grantee announcements, media relations, and publicity.
- Support the Foundation's literary efforts by contributing to the development and coordination of information sessions.
- Support efforts in organizing alumni events, author panels, and public reading events.
- Collaborate in the planning and implementation of all tasks related to grantee announcements, media relations, publicity, and celebratory events.

**Compensation and Benefits:** The salary range is \$80,000 - \$85,000 and depends on experience and qualifications. Whiting offers competitive benefits, including medical insurance and matching retirement contributions.

The position requires working in our downtown Manhattan office, in person, 4 days a week, with occasional evening or weekend events. The Whiting Foundation is a small, energetic organization, and there is fluidity in our roles. Program Officers will be called on to help with additional tasks throughout the year, from the routine to the generative.

**Qualifications:**

- A track record of successful end-to-end project management.
- Proven versatility, flexibility, and ability to manage multiple projects and several priorities simultaneously.
- Strong organizational skills with excellent attention to detail.
- Demonstrated ability to take initiative and sound decision-making skills.
- Demonstrated ability to strategize, conceptualize, plan, and critically analyze grantmaking and other programmatic opportunities.
- A track record of working cooperatively and positively with colleagues .
- Excellent verbal and oral communication and presentation skills.
- Comfort with and interest in using technology to enhance productivity.
- A graduate degree in the humanities and/or equivalent experience in the field is required.
- A collegial attitude, good humor, and strong commitment to supporting writers and humanists are essential.

**How to Apply:**

Applications will be reviewed on a rolling basis. Please note that, due to staffing levels, we cannot acknowledge receipt of applications.

Please submit (a) your résumé and (b) a thoughtful cover letter describing your interest in the position to [position@whiting.org](mailto:position@whiting.org). Include the position title: **Program Officer** in the subject heading.

**Equal Employment Opportunity:** Whiting is an equal opportunity employer.