



Hiring Organization: Whiting Foundation

Website: www.whiting.org

City and State: New York, NY

Title: Senior Program Officer and Operations Coordinator

Location: New York, NY

Reports to: Executive Director

Status: Full time – exempt (hybrid)

About the Whiting Foundation: The Whiting Foundation is a non-profit organization that supports writers, scholars, and the humanities by providing grants, including the annual Whiting Award for emerging writers, and supporting the preservation of cultural heritage and high school humanities programs. Based in New York City, the organization focuses on fostering creativity and deepening understanding of the human experience through literature and the humanities. The Foundation aims to bring about a world where everyone can engage deeply with the richness of literature and the humanities.

The Program:

- The [Whiting Awards](#) which annually honor emerging writers of fiction, nonfiction, poetry, and drama.
- The [Nonfiction for Works in Progress Grant](#) which supports the final stages of deeply researched, well-composed books.
- The [Literary Magazine Prizes](#) which advance the crucial role of print and digital publications as champions of writers and writing.
- The [Cultural Heritage and Preservation](#) program supports the preservation of endangered cultural heritage around the world, recognizing that irreplaceable works are being lost.
- The [High-School Humanities](#) program supports grants at the high-school level, fosters deep engagement with rich works of history, philosophy, literature, and the arts 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 **Senior Program Officer/Operations Coordinator** with an avid interest in the humanities and the literary arts, passion for organization, and project management. This is a full-time position reporting to the Executive Director. Working as an integral member of the Whiting team, the Senior Program Officer/Operations Coordinator will gain an insider's understanding of how foundations and the publishing world operate, hone administrative skills, and actively contribute to the advancement of the literary arts and the humanities.

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

Key Responsibilities and Requirements:

The Senior Program Officer contributes to the vision and mission of the Whiting Foundation while overseeing the success of literary programs and the day-to-day management, planning, and execution of grants. The Senior Program Officer support the Executive Director with administrative tasks in managing the foundation's operations, grant management and timelines; they maintain up-to-date foundation policies and compliance, and partner agreements.

Program Administration:

- Promote the foundation's programs in the literary arts and the humanities to a wide audience and networks of organizations.
- Building a strong network of partners and stakeholders to advance collaborations.
- Oversee all logistics and coordinate publicity efforts for grant award celebrations and other public events, including press releases.
- Plan and execute tasks related to grantee announcements, media relations, and publicity.
- Support program guidelines and coordinate calls for proposals and timelines.
- Maintain and manage systems for complex processes, including tracking applications.
- Collaborate with team members to organize celebratory events, including venue selection, travel arrangements, catering, and on-site logistics.
- Support the Executive Director in the development and outreach efforts for the Humanities Grants for High-School and Cultural Heritage Preservation.

Research and Thought Partnership:

- Provide research support for the Whiting's repertory of grants national and international literary festivals, threats to cultural heritage, and the business and artistic landscape for literary magazines and presses.
- Serve as a thought partner, offering ideas and insights to improve programs and processes.
- Strong research skills and the ability to synthesize information effectively are highly valued.

The Whiting team is a small, energetic organization, and there is some fluidity in our roles. Program Officers and Associates will be called on to help with additional tasks throughout the year, from the routine to the generative.

- 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 to drive results.
- Excellent verbal and oral communication and presentation skills.
- Comfort with and interest in using technology to enhance productivity.
- Graduate degree in the humanities and/or equivalent experience in the field.

- A collegial attitude, good humor, and strong commitment to supporting writers and humanists are essential.

We recognize that not every candidate will meet every qualification listed. If you are passionate about our mission and believe you have the skills and experience to perform the functions of this role, we encourage you to apply.

Compensation and Benefits: Whiting has a competitive and exhaustive benefits and leave plan and the salary range for this position is \$95,000 - \$110,000 annually dependent on the successful candidate's background and experience.

The position requires **in-person work at our Tribeca office 2–3 days a week**, with occasional evening or weekend events.

How to Apply:

Applications will be reviewed on a rolling basis. Please submit (a) your résumé and (b) a thoughtful cover letter describing your interest to position@whiting.org Include position title: **Senior Program Officer/Operations Coordinator** in subject heading

Due to the size of our staff, we cannot acknowledge receipt of applications.

Equal Employment Opportunity: Whiting is an equal opportunity employer.