



JOB DESCRIPTION
CONCORD GROUP
PHILANTHROPY FELLOW

December 18, 2024

Organizational Background

The J.M. Kaplan Fund is a family foundation established in 1945 by Jacob M. Kaplan that has continued through four generations. The Fund has benefited from unwavering family support, talented and devoted staff, and creative leadership throughout its history. Today, the Fund seeks a Philanthropy Fellow to assist the fourth generation, known as the Concord Group, by conducting and synthesizing research, coordinating a thematic grantmaking program, and managing the creation of a comprehensive report of the Concord Group's activities and philanthropy since 2023.

The Concord Group is composed of the 16 great-grandchildren of J. M. Kaplan. Ranging in age, geographic location, and educational / professional background, the members of this generation are united in their dedication to justice, equality, freedom, and a sustainable future for all people. They seek to be leaders in innovative and adaptable philanthropy focused on grantmaking that builds opportunity and creates lasting impact.

The Role

The Philanthropy Fellow will be a talented individual tasked with overseeing the Concord Group's grantmaking efforts -- leading strategic thematic conversations; developing creative ways to identify and source new potential grantees; connecting members with emerging organizations and issue areas; encouraging and systematizing group communications and reporting; coordinating information for reporting, and maximizing the resources and connections of the J.M. Kaplan Fund to amplify and present the Concord Group's philanthropic work.

The Fellow will be an individual eager to participate in the field of philanthropy as a generalist and administrative support, working as a consultant to the J.M. Kaplan Fund approximately 20 hours per week, reporting to and partnering with the Fund's Executive Director to help craft and execute a tailored program. The Fellow will be the Fund's primary point-of-contact with and for the Concord Group, assisted by the Fund's staff and its grantmaking infrastructure. The Fellow will also be welcomed as a member of the Fund's staff to the greatest extent possible, invited to attend meetings and assist with events and projects as time allows.

In its first two years of thematic giving, the Concord Group concentrated on food insecurity (2023) and childcare and youth development (2024). In 2025, it will focus on community building, within three subtopics: civics, "third spaces," and welcome / access. While any level of expertise in these issues is welcomed, it is not a requirement of the role. The Concord Group works individually, as a whole, and especially in affinity groups comprised of siblings and cousins across families. The group meets online and in person, and the Fellow should be prepared to spend time at the J.M. Kaplan offices in Manhattan.

Key Responsibilities

- Manage administrative and logistical support of the Concord Group, including overseeing individual and group communications, monitoring grant-making progress (assisted by the Fund's grants management team), coordinating meetings and visits with experts and potential grantees, and organizing in-person and virtual convenings, i.e. agenda creation, meeting logistics, material preparation, and on-site management.

- Spearhead the Concord Group’s collaborative grant-making process, including researching themes, sourcing and identifying funding opportunities, overseeing the development and execution of innovative funding strategies, and making sure grantees have a best-in-class experience with the J.M. Kaplan Fund. Additionally, help individual members administer their discretionary grant budgets in a timely, thoughtful manner by sourcing organizations when requested and aligning with Fund timelines and systems.
- Serve as lead point-of-contact and support for Concord Group members, fostering creativity and out-of-the-box thinking within the whole and in affinity groups and helping them collaborate to implement imaginative funding approaches, ensuring that grant initiatives are forward-thinking and aligned with themes and organization goals.
- Handle ongoing communication and frequent contact with Concord Group members, outside partners and grantees, and J.M. Kaplan Fund staff. Help communicate information to Concord Group members, including program information, news releases, upcoming event invitations, and articles / publications of interest.
- Identify and create opportunities for the Concord Group to meet, interact with, and learn from innovative, emerging organizations, campaigns, and social efforts through Fund-hosted events, specific meetings, and outside gatherings. Work with the Executive Director to organize team-building trips and experiences around NYC and upstate.
- Coordinate affinity group workplans, ensuring the experience includes inclusive opportunities for deliberation, equitable information sharing, and clear integration with other governance structures. As directed, administer surveys, assessments, and benchmarking research projects such that the Concord Group’s structures and governance remain relevant to the group’s needs and best practice.
- Assist the Concord Group in providing quarterly reports to J.M. Kaplan Fund staff and trustees. Lead the development, organization, and production of a year-end report that presents and synthesizes the Concord Group’s three years of collaborative grantmaking, lessons learned, and ideas for next steps.

Desired Experience

- Strong interest in the field of philanthropy and learning the sector from the ground up. Experience working with board-level constituents at a non-profit preferred, and multi-generational board and / or Millennial- / Gen-Z-led board experience a plus.
- Ability to handle delicate and confidential material and to work with autonomy and as a team player in advancing goals.
- Excellent written and interpersonal communication skills.
- A “self-starter” attitude.
- Strong research, strategy-building, and organizational skills; the ability to handle multiple projects concurrently and accurately while adhering to timelines and budgets. Able to manage individuals, small groups, and a large group simultaneously, thoughtfully, and strategically.
- Demonstrated commitment to and understanding of how to build equity, diversity, and inclusion in the governance function; culturally competent with respect to issues such as racial, cultural, religious, sexual, and gender identity.
- Occasional night and weekend work required around events.
- College degree or equivalent required.
- Excellent sense of humor.

Remuneration and Location

The remuneration for this consulting contract is \$60,000 for the 2025 calendar year. The Philanthropy Fellow may work partly remotely but should be prepared to spend time in person at the J.M. Kaplan Fund office, meeting with local and visiting Concord Group members, and participating whenever possible in the life of the Fund.

Hiring Policy

The J.M. Kaplan Fund recruits, hires, and trains its staff and consultants without regard to sex, sexual orientation, gender identity or expression, race, color, ethnic identity, national origin, age, creed, religion, disability, socio-economic status, marital status, veteran status, or any other legally protected basis. We are interested in hearing from every qualified candidate who is eligible to work in the United States; we are not able to sponsor visas at this time.

How To Apply

To apply, email a cover letter and resume to jobs@jmkfund.org with "Concord Group Fellow" in the subject line by Friday, January 10, 2025. No phone calls, please. Qualified candidates will be contacted for additional information.