



## **POSITION ANNOUNCEMENT: PROGRAM OFFICER**

The Scherman Foundation's mission is to invest in the economic, political, and cultural transformation necessary for Black, Indigenous and People of Color to reclaim and build power. In 2021, our 80th anniversary sparked an exploration of the Foundation's historic values and longstanding support for organizations at the forefront of social change, and as a result, the Foundation strengthened its dedication to advancing racial justice emphasizing the importance of organizing, power shifting, and movement building in BIPOC communities. The Foundation prioritizes long-term general operating funds. More information about our new framework can be found [here](#).

We are seeking a Program Officer who is excited to support our current programs and grantees, while helping to more closely align those programs with our commitment to racial, economic, and social justice, and environmental sustainability. The Foundation made approximately 180 grants over the past two years totaling \$14 million. Our five-person staff is highly collaborative and engaged.

The Program Officer will be responsible for managing and co-managing grantmaking in one or more of our current [grants portfolios](#). These include the Arts, Democracy, Environmental and Climate Justice, Reproductive Justice, and Strengthening New York Communities (SNYC) programs. The current sub areas within SNYC include Housing and Land Justice and Workers Rights and Justice. The distribution and extent of this work will depend on the expertise, capacities, and interests of the new Program Officer. This role reports to Program Director Gisela Alvarez.

Strong candidates will have a deep understanding of racial justice grantmaking, including the interconnectedness of work funded across portfolios as well as the other work being done at the foundation. Familiarity and/or experience with organizing and movement-building and the philanthropic partners that support this work is preferred. The position requires creativity, curiosity, and the desire to learn. Strong candidates will be skilled in relationship and trust building, deep listening, and the ability to work towards the foundation's long-term vision while also acting in a tactical and responsive manner in the short term.

The person in this role will work closely with colleagues within the foundation, philanthropy, and the field to ensure the foundation leverages opportunities to address the structural inequities and barriers that have been at the root of the national decline in upward mobility and felt opportunity, particularly for Black, Indigenous, and other communities of color.

## **QUALIFICATIONS**

- At least six years of experience in movement-based social justice work in a combination of frontline and philanthropic support roles is strongly preferred
- Bachelor's degree preferred

- Strong familiarity with organizations that fit the Foundation's funding priorities
- Able to communicate and share ideas in a clear and compelling way
- A deep understanding of what nonprofits, particularly our grantees, need to do their work
- Knowledge in one or more of the Foundation's grantmaking areas is strongly preferred
- Collaboration, enthusiasm, and responsiveness are essential

### **CORE RESPONSIBILITIES**

- Manage multiple grantmaking areas, ensuring alignment with the Foundation's goals and vision, including its commitment to organizing and movement-building
- Identify prospective grantees and solicit, review, and respond to grant proposals
- Maintain strong relationships with existing grantees, providing support and guidance as needed, and remaining aware of their organizational progress, issues, and capacity-building needs throughout the grant period
- Work with program staff on strategy and criteria development, and development of other programmatic initiatives
- Collaborate with program staff to create and implement program guidelines, fostering a clear understanding of roles, responsibilities, and decision-making processes
- Prepare grant recommendations for discussion and decision-making by the program staff, the Program Director, and the President
- Represent Foundation's interests at philanthropic and nonprofit sponsored events, briefings, conferences, and other settings
- Participate actively in funder affinity groups and collaboratives, leveraging these networks to further the Foundation's objectives and increase its impact
- In collaboration with the team, periodically evaluate grantmaking goals and strategies and present them to the Board of Directors
- Stay up-to-date on best practices and represent foundation in the broader philanthropic field at community, grantee, funder meetings, and conferences and other professional development and training opportunities

### **PHYSICAL REQUIREMENTS**

- This position is based in New York City with significant local travel to meet with grantees onsite, and more limited national travel, primarily to conferences, is expected
- Full staff physical presence in the office two days a week (currently Tuesdays and Thursdays) is anticipated
- Requires behind-the-desk administrative work related to grantmaking
- The Scherman Foundation is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its programs, and operations

### **COMPENSATION**

- The salary range is expected to fall between \$100,000 and \$140,000 commensurate with experience
- Generous benefit package includes excellent health coverage, retirement plan with 15% employer contribution, flexible benefits, and four weeks of vacation

The Scherman Foundation is an equal employment opportunity employer and employment and promotional opportunities are based upon individual capabilities and qualifications without

regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

#### **HOW TO APPLY**

- Please send a cover letter (including how you became aware of this opportunity and salary requirements) and a resume to [searchcommittee@scherman.org](mailto:searchcommittee@scherman.org). Subject line should include YOUR NAME and PO SEARCH 2024
- Deadline for receiving applications is **JANUARY 6, 2025**