



PROGRAM PARTNER Position Description

POSITION SUMMARY

The Schumann Fund for New Jersey seeks a full-time Program Partner to join our mission-driven team. We are focused on empowering children, families, and communities in Essex County and across New Jersey to thrive.

The title “Program Partner” emphasizes Schumann Fund’s commitment to building trust with grantee and other partners to advance lasting change. The role is envisioned as an evolution from the more traditional philanthropic “Program Officer” title and its historic focus on grant compliance.

Under the leadership of the Executive Director, the Program Partner will develop and manage grant opportunities and relationships on behalf of the foundation. The Program Partner will contribute to the development of program strategy, foster strong relationships with non-profit and other community partners, manage the grantmaking process, provide assistance to applicants and grantee partners, assess the impact of grants and initiatives, and identify emerging needs and opportunities in the field. As a connector to resources and ideas, the Program Partner will support the foundation’s grantee partners and the communities they serve. Grants management and communications, including the foundation’s grants management database, website, and newsletter are key components of this position. The Program Partner will have the opportunity to be involved in all aspects of the grantmaking process to support the Schumann Fund’s mission.

The successful candidate will be an effective communicator and connector with a commitment to developing relationships with grantee partners, funders, and other foundation partners. They will be organized and self-motivated, with solid attention to detail and the ability to prioritize workload. Demonstrated written, analytical, and interpersonal skills are necessary. The successful candidate will have a strong commitment to advancing equity and inclusion. This is a full-time exempt position with a generous benefits package.

RESPONSIBILITIES

Reporting to the Executive Director, the Program Partner will have the following responsibilities:

Partner Engagement and Learning

- Build and enhance relationships with grantee partners and other community leaders, external funders, and a diverse array of partners. Foster grantee partner relationships based on respect and dignity and grounded in a spirit of collaboration.
- Connect partners to each other and to resources that enhance and amplify their work while supporting Schumann Fund's mission.
- Amplify and advance efforts to pursue diversity, equity, and inclusion across the organization, among grantee partners, and in the philanthropic sector.
- Support and collaborate with advocacy and grassroots organizations rooted in the experiences of the communities Schumann Fund serves.
- Build knowledge by conducting research and assessing the local, state, and regional landscape to identify emerging opportunities and trends to support grantmaking, collaboration, and enhanced impact.
- Represent the Schumann Fund at conferences, meetings, and other gatherings (virtual and in-person), contributing as an active participant, connector, and thought partner.
- Support planning and implementation of Schumann Fund partner convenings to build community and foster collaboration.

Grantmaking Strategy & Process:

- Serve as the initial point of contact for the grant application process, responding to inquiries and supporting potential and current grantee partners during the process.
- Maintain the quarterly grantmaking calendar.
- Review and analyze grant proposals and conduct the appropriate programmatic and financial due diligence. Engage in conversation with potential grantee partners to assess proposal impact and alignment with Schumann Fund mission and priorities.
- Support the planning and implementation of site visits with potential and current grantee partners to advance learning and due diligence; participate and follow-up on site visits.
- Draft grant recommendations and supporting materials for the board packet for review; support preparation of quarterly board packet; present recommendations to the board.
- Assess impact of grants through conversations with grantee and other community partners to complement traditional reporting; review and follow-up on grant reports and related documentation.
- Maintain the foundation's grants management database (Foundant) for proposal and grant tracking, documenting grant application processes.
- Conduct other duties, as needed, to support the foundation's grantmaking strategy and processes.

Communications

- Maintain and update website content for Schumann Fund's website and serve as point of contact for vendor relationship(s). Maintain Schumann Fund's social media presence and develop social media content.
- Develop content and support production of Schumann Fund's quarterly e-news and press releases.

QUALIFICATIONS

- Bachelor's degree required. An advanced degree is a plus.
- Five or more years of relevant work experience, preferably in the non-profit and/or philanthropic sectors. Interest in working in philanthropy to advance equity and social justice.
- Experience in one or more of the foundation's [priority program areas and strategic approaches](#) preferred.
- A strong commitment to advancing racial equity, inclusion, and social justice.
- Excellent writing, editing, and analytical skills; ability to identify, collect, organize and synthesize information from various data sources.
- Effective project management skills, including the ability to coordinate, organize, prioritize, and execute tasks; ability to meet deadlines.
- Interest and ability to engage authentically and build trust with grantee and other partners.
- High-level of emotional intelligence (self-awareness, empathy, and transparent communication)
- Ability to work well independently and as part of a team.
- Understanding of, and alignment with, the mission and values of the Schumann Fund.
- Familiarity with social media and media management tools.
- Strong technology and computer skills, including Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Zoom; familiarity with WordPress and Foundant or willingness to learn.
- Knowledge of and commitment to Essex County communities and New Jersey.
- A collegial spirit in sharing ideas, asking questions, and receiving feedback.

COMPENSATION AND WORK ENVIRONMENT

The anticipated salary range for this position is \$90,000 - \$110,000 annually, commensurate with experience. Employee benefits include health, dental, and vision insurance, retirement plan, life insurance, generous paid time off, and holidays. The Schumann Fund offers flexible

hours and a collaborative and supportive work environment. The position will be located at the Schumann Fund offices in Montclair, NJ with allowance for a flexible working arrangement with a hybrid of office, field, and remote work. Some non-traditional hours are expected, such as evening events and periodic out-of-state meeting and conference travel. We are a small, mission-driven team. Schumann Fund for New Jersey is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQIA+ applicants. We are committed to building and supporting a diverse, equitable, and inclusive workplace. Employment in this position is subject to a reference check and verification of work history and relevant credentials, licenses, and/or certifications.

APPLICATION PROCESS

Please submit a resume and cover letter describing your interest and qualifications for the position to Lucy Vandenberg, Executive Director, at careers@schumannfund.org. For priority consideration, please submit your materials by Friday, January 31, 2025.

ABOUT THE SCHUMANN FUND FOR NEW JERSEY

The Schumann Fund for New Jersey advances ideas and opportunities to empower low-income children, families, and communities of color to thrive. We invest in non-profit organizations rooted in Essex County and statewide that work to advance racial and economic equity. The Schumann Fund invests in non-profit organizations that prioritize affordable homes and healthy communities, early childhood and education, and child welfare and youth justice. Our core strategies include investment in organized and engaged communities, effective programs that center low-income children and families of color, and equitable public policy. We respect community voice and support community empowerment and collaboration. Please visit our website at <https://www.schumannfund.org/> to learn more about our work.