



POSITION TITLE: Senior Program Officer

CLASSIFICATION: Exempt/Full-time

REPROTS TO: President of the Foundation

SUMMARY

The Charles H. Revson Foundation is seeking to hire a Senior Program Officer responsible for all aspects of the Foundation's program activity in its Urban Affairs & Education portfolio.

ABOUT THE ROLE

New York City has always been an engine of possibility – dynamic, complex, and constantly evolving. The Charles H. Revson Foundation is looking for a Senior Program Officer who brings a grounded understanding of how cities function – and what it takes to make them work better.

You will help shape and deploy the Foundation's investments in urban affairs and education not as a passive grantmaker, but as an active partner in advancing ideas, strengthening institutions, and supporting leaders who deliver for New Yorkers. This role offers the opportunity to test solutions and invest in the civic infrastructure that makes a great city function - from public space and education to housing and journalism.

We are seeking someone with a deep commitment to New York City and a belief that philanthropy can play a catalytic role - backing bold ideas, reinforcing institutions, and helping leaders translate vision into real-world results.

WHAT YOU WILL DO

You will work closely with the President and a small, collaborative team to:

- Shape and drive strategy in the Urban Affairs & Education portfolio - identifying opportunities where philanthropy can unlock progress and scale impact.
- Source, vet, and support bold ideas - conducting rigorous due diligence while also recognizing potential where others might not.
- Invest in people and institutions - building trusted relationships across government, nonprofit, and civic sectors.
- Turn insight into action - developing grant recommendations, advancing new initiatives, and helping translate ideas into real-world impact.
- Stay ahead of the curve - tracking emerging issues and identifying where the Foundation can play a catalytic role.

- Engage at the highest levels - preparing materials for and presenting to the Board and representing the Foundation in high-level conversations across the city's civic ecosystem.
- Serve as a trusted resource to grantees and prospective partners - responding to inquiries, offering guidance, and helping shape strong proposals.
- Move from strategy to execution - supporting initiatives, partnering with grantees, and staying engaged beyond the grant memo and tracking whether things are working.
- Ensure grants move smoothly from approval to execution - reviewing correspondence, coordinating with the Grants Manager, and keeping payments on track.
- Partner with Finance and Operations teams - reviewing financials, supporting due diligence, and ensuring strong grants management and oversight.
- Support priority initiatives led by the President - contributing to special projects, communications, and the development of new program ideas.

WHO YOU ARE

You bring a serious, informed commitment to New York City - and a passion for how it works and what it takes to improve it.

You likely bring:

- At least 10 years of professional experience in increasingly responsible positions in a field or fields directly relevant to the Foundation's funding priorities.
- A Bachelor's Degree
- Demonstrated ability to assess grant proposals with rigor and judgment – you are grounded in real-world execution experience and a clear understanding of the external landscape.
- A passion for urban affairs and civic innovation - you are energized by the challenge of making systems work better and more equitably.
- Superb problem-solving skills - you can move from big-picture thinking to practical execution with ease.
- A creative, entrepreneurial mindset - you generate ideas, test them, and aren't afraid to challenge conventional approaches.
- Exceptional communication skills - you can write clearly, think strategically, and persuade diverse audiences.
- A facility working across the system - you build relationships with public sector leaders, nonprofit partners, grassroots advocates, business leaders and funders – and know how to bring the right people together at the right moment.
- A highly mission-driven but pragmatic orientation - you care about outcomes, not just intentions.
- A collaborative spirit - you thrive in a small team, value relationships, and approach the work with humility, curiosity, and a sense of humor.

HOW TO APPLY

At its best, philanthropy can help cities take risks they otherwise couldn't by supporting new ideas, strengthening civic institutions, and investing in the "plumbing" that makes democracy work. This role sits at that intersection. If you are motivated by the idea of helping New York City meet this moment and shape what comes next, we would love to hear from you.

Salary and benefits are competitive and commensurate with experience. Starting range: \$180,000 - \$200,000. Exceptional benefits package offered including but not limited to full employee health insurance coverage, 403b defined contribution plan, life insurance and FSA.

The Charles H. Revson Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

To apply, send a cover letter and resume to Meredith Korn at hr@revsonfoundation.org with "Senior Program Officer" in the subject line. Applications will be accepted on a rolling basis. Only those selected for interviews will be contacted. No phone calls, please.