



Young Women's Initiative Project Manager Job Announcement

We Are:

[Washington Area Women's Foundation](#) mobilizes our community to ensure that economically vulnerable women and girls in the Washington region have the resources they need to thrive. Since 1998, The Women's Foundation has worked to transform the lives of women and girls in the Washington region through research, grantmaking, and advocacy.

As the Washington region's sole public foundation specifically committed to investing in women and girls, The Women's Foundation works to create economic opportunities that have positive ripple effects across society and open doors to progress. An open door can change a woman's life and the lives of those around her. But not all doors are open to all women. That's why we won't rest until all women, especially young women and girls of color, have equal access to economic security, safety, and opportunity.

Young Women's Initiative:

The Women's Foundation launched the Young Women's Initiative in DC to center the experiences and voices of young women and girls of color in order to effect positive and lasting change in their communities. The Initiative is inclusive of cis and transgender young women and gender non-conforming/gender-expansive youth of color. YWI provides meaningful leadership opportunities for young women of color and aims to reduce systemic and institutional barriers to success and opportunity for young women and girls of color so that they may reach their full potential.

The Initiative includes the following major components:

- **Young Women's Advisory Council** - Managed in partnership with the YWCA of the National Capital Area, the Young Women's Advisory Council consists of local young woman aged 12 to 24 who meet regularly to participate in shared learning and inform the direction of the Young Women's Initiative work.
- **[Blueprint for Action](#)** – This report represents the voices of the Young Women's Advisory Council members and hundreds of young women of color and program practitioners from across DC. The report includes recommendations across six policy areas and will inform the work of the Young Women's Initiative going forward.
- **Rock Star Fund** - Launching as a pilot this year, the Rock Star Fund awards micro grants to DC young women and girls of color to pursue leadership opportunities and make change in their communities.
- **Events** – Young Women's Initiative events bring together young women of color from throughout DC to attend workshops, network, and discuss local issues with government and policy leaders. The largest Young Women's Initiative event to date was the GirlsLEAD Summit, held on March 9, 2018 with nearly 300 young women in attendance.
- **National Philanthropic Collaborative of Young Women's Initiatives** – The Young Women's Initiative is part of a nation-wide network of Initiatives in multiple states and cities working to advance the leadership and lift up the voices of young women of color throughout the country. The Project Manager will represent The Women's Foundation, along with other relevant staff, with the National Collaborative, including attending national meetings, often held out-of-state.

Young Women's Initiative Project Manager Position:

The Women's Foundation seeks a highly motivated self-starter for the position of Young Women's Initiative Project Manager.

The Project Manager will manage the implementation of the established elements of the Young Women's Initiative, make recommendations for project improvements, and develop and launch additional, necessary components. The Project Manager will also lead community engagement and fundraising efforts to support the Young Women's Initiative and work with The Women's Foundation program, communications, and development teams to ensure that the Initiative reaches its goals.

Key Responsibilities:

The Young Women's Initiative Project Manager will be responsible for managing all aspects of the Young Women's Initiative, including, but not limited to:

Community Engagement and Partnerships

- Developing and implementing a comprehensive community and stakeholder engagement strategy to increase the visibility of the Initiative and build community trust
- Partnering with the YWCA of the National Capital area to manage the Young Women's Advisory Council and ensure it meets member expectations
- Facilitating all related advisory committees, councils, and working groups contributing to the Initiative
- Representing the Initiative and The Women's Foundation at local and national conferences and meetings, as appropriate
- Conceptualizing and leading the programmatic development of all Young Women's Initiative events
- Developing relationships with existing and potential funders and ensuring that the Initiative is fully funded

Advocacy

- Contributing to the creation of research briefs on topics that are relevant to the Initiative
- Contributing to the development of The Women's Foundation's advocacy agenda from the perspective of the Initiative
- Building a coalition of local youth advocates and community advocates to amplify The Women's Foundation's advocacy agenda items relevant to young women of color
- Writing blog posts, providing testimony, and speaking publicly on issues relevant to the Initiative and/or that align to the advocacy agenda
- Serving as a policy expert to The Women's Foundation leadership on issues pertaining to young women of color
- Representing The Women's Foundation on the National Philanthropic Collaborative of Young Women's Initiatives

Grants Management

- Developing a grantmaking program aligned with the Initiative's goals

- Managing the Rock Star Fund micro-grant program
- Developing and implementing the programmatic content for Rock Star Fund award recipients
- Managing the Rock Star Fund award review and selection committee and providing technical assistance to the young women on the committee during the selection process
- Contributing to the evaluation of the Rock Star Fund overall, as well as individual project elements

Qualifications:

- A minimum of seven years of experience working in youth development, advocacy, and/or in the area of women’s economic security or the equivalent combination of experience and education
- Demonstrated project management expertise and creative problem-solving skills
- A clear commitment to gender and racial equity; the ability to work with diverse communities across race, ethnic, and class boundaries; and experience working within communities of color
- Excellent communication and writing skills
- The ability to foster collaboration and contribute to a strong sense of community among staff, board members, and partners outside the organization
- A passion for improving the lives of women and girls and color in DC
- Experience living in and/or working with communities of color in DC strongly preferred

Compensation:

We offer our employees a total rewards model, pairing a compensation package that reflects our organizational values, culture, and mission with meaningful and significant work content, a supportive environment, and work-life flexibility.

The salary range for this position is \$65,000-\$70,000. The Women’s Foundation compensation package also includes comprehensive, 100% paid medical, dental, and vision insurance for employees, generous paid time off, summer hours, flexible work hours, and a 401(k) plan with employer contribution.

People of diverse communities and people of color are strongly encouraged to apply. Preference will be given to candidates from the Washington metropolitan area.

To Apply:

Please email your resume, cover letter, and a short writing sample to jobs@wawf.org with the subject line “Young Women’s Initiative Project Manager.” Only complete applications will be considered. Applications will be accepted on a rolling basis.