



Program Officer - Position Description

Reports to (Primary):	Vice President of Programs
Add'l Supervision/Oversight by:	N/A
Direct Reports:	N/A
Add'l Supervision/Oversight for:	Potential program consultants and/or interns
Position Status/Hours:	Exempt, FT
Location:	Remote
Compensation:	\$68,000 - \$75,000 with health, dental, & vision insurance; 36-hour work week; flexible work hours; and generous paid time off.

About The Women's Foundation:

Washington Area Women's Foundation is a community-supported foundation that invests in the power of women and girls of color across the Washington, DC metropolitan region. Women and girls of color make change happen. While too often unsung, the work of women and girls of color have advanced human rights and gender, racial and economic justice in our communities for decades. The Women's Foundation believes that by increasing resources to, and recognizing the leadership of, women and girls of color, they will ignite needed change. We advance this theory of change by:

- Making grants to organizations that are actively pursuing gender, racial, and economic justice, and awarding women and girls of color directly; and
- Centering the voices and lived experiences of women and girls of color to influence policymakers and the local philanthropic sector to advance systems and institutional change with a gender, racial and economic justice lens.

Position Overview:

Reporting to the Vice President of Programs, the Program Officer directly manages The Women's Foundation youth and safety grant portfolios and supports the advocacy efforts of Grantee Partners. The Program Officer oversees grantmaking to both individuals and organizations and provides support directly to Grantee Partners and youth award-winners with technical assistance and additional fundraising.

Learn more about The Young Women's Initiative [here](#). Learn more about Stand Together Fund, which supports The Women's Foundation's safety work, [here](#).

The Program Officer is visible within the greater philanthropic and nonprofit community, serving as a spokesperson and partner for advocates and philanthropic colleagues around issues related to the safety and well-being of young women, women, and gender expansive people of color in the Washington, DC region.

The Program Officer is a member of The Women's Foundation program team, working directly with the Vice President of Programs and collaboratively with the Director of Communications, development staff, and operations and finance staff.

General Responsibilities:

Contribute to refining the strategy and executing activities of The Young Women's Initiative and Stand Together Fund.

- Facilitate, coordinate and lead The Young Women's Initiative and The Women's Foundation's safety initiative, including iteration of initiative designs and execution of grant processes.
- Manage The Young Women's Initiative's participatory grantmaking award program to youth, including developing partnerships with youth serving organizations and working with youth award winners to support them in implementing their community projects.
- Build collaborative relationships within and outside The Women's Foundation (e.g. with existing Grantee Partners, prospective partners, experts in the community, policy makers, and philanthropic partners) that advance The Women's Foundation goals.
- Work with grantee partners to achieve desired impact of grants, conduct site visits, and provide technical assistance.
- Manage the administrative aspects of annual grant cycles for The Young Women's Initiative and the safety portfolio, including project budget development and management.
- Evaluate the impact of the Young Women's Initiative and safety investments and develop content to communicate impact internally and to the public.
- Represent The Women's Foundation on relevant advocacy coalitions and philanthropic collaboratives in alignment with The Young Women's Initiative and Stand Together Fund, including the DC Girls Coalition.
- Monitor research, trends and partner recommendations to enhance The Women's Foundation staff and board understanding of relevant issues related to The Young Women's Initiative and Stand Together Fund and support Grantee Partner advocacy and policy change efforts. This may include writing blogs, attending rallies, public speaking, meeting with policymakers, or testifying at public hearings.
- Work with the communications staff to develop external communications including online and social media content, newsletters, impact statements, and The Women's Foundation's #AskHer interview series content.
- Cultivate and steward donors who believe in the power and potential of young women and girls of color.

Qualifications:

The Women's Foundation seeks candidates who are passionate about our mission and align with our values to:

- Learn and adapt our practices to serve a changing world;

- Be honest, transparent and accountable to our community;
- Encourage diversity in community, thoughts, and ideas; and
- Practice kindness and intentionality in all we do.

Candidates must be committed to gender and racial justice, regardless of where they are on their own individual learning journey.

Strong candidates for the program officer position will:

- Have experience working with youth of color (ages 12-24), preferably in a minimally structured but supportive environment, providing mentorship and/or technical assistance;
- Have experience with policy advocacy and/or community organizing, preferably working in coalition with multiple partner organizations and individuals;
- Have an understanding of and/or interest in trust-based philanthropic principals and participatory grantmaking;
- Have a connection to the Washington, DC metropolitan region. Growing up and/or currently living in the region is strongly preferred;
- Have strong oral and written communication skills, alongside strong listening skills;
- Be able to conduct their work primarily in English. Additional language proficiency is preferred;
- Be successful working in a remote environment with file sharing, databases, and other technologies;
- Be comfortable working independently and handling all aspects of program implementation from administrative to strategic.

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 \$68,000-\$75,000. The Women's Foundation compensation package also includes comprehensive, 100% paid medical, dental and vision insurance for employees, generous paid time off, and flexible work hours within a 36-hour work week.

People with lived experience relevant to the position program areas and people of color are strongly encouraged to apply. Preference will be given to candidates with strong ties to the Washington, DC metropolitan area.

To Apply:

Please email your resume and cover letter to jobs@wawf.org with the subject line "Program Officer." Only complete applications will be considered. Applications will be accepted until the position is filled, but no later than July 30, 2021.