



**GRANTMAKERS CONCERNED WITH
IMMIGRANTS AND REFUGEES**
Celebrating 20 Years: 1990-2010

PROGRAM DIRECTOR

ORGANIZATION OVERVIEW

Founded in 1990, GCIR provides resources that foundations need to address the challenges facing newcomers and their host communities and to strengthen society as a whole. Our mission is to influence the philanthropic field to advance the contributions and address the needs of the country's growing and increasingly diverse immigrant and refugee populations. In so doing, we seek to promote effective grantmaking that improves the lives of immigrants and refugees and strengthens local communities.

Each year, GCIR helps more than 1,000 funders connect with diverse colleagues, build new skills, increase knowledge, share best practices, and develop effective funding strategies that advance their mission and goals through:

- Regional and national programming;
- Practical research reports, funding recommendations, fact sheets, and other informational materials; and
- Training, technical assistance, and consultation.

GCIR also creates opportunities for our members to coordinate and collaborate with one another around shared funding interests. For more information, visit www.gcir.org.

GCIR has a full-time staff of five and works with a small group of consultants. Our offices are based in Sebastopol, California, 55 miles north of the Golden Gate Bridge. The program director would ideally be based in the San Francisco Bay Area.

POSITION OVERVIEW

The program director directs the planning, development, and implementation of GCIR programs (70%); assists with membership recruitment, retention, and services (15%); and assists with proposal writing and grant reporting (15%). This position reports to the executive director, oversees the work of the program associate, and works closely with other colleagues as a team.

DUTIES & RESPONSIBILITIES

Program

- Take the lead in developing and implementing an annual program plan that is aligned with the strategic priorities of the organization.
- Direct the planning and design of programs, including webinar briefings, regional and national conferences, workshop sessions, and learning tours.
- Shape the goals and substantive content of each program; prepare promotional materials; compile background and resource materials; and identify, secure, and prepare speakers and moderators.

- Conduct meeting follow-up including outreach to participants and members to assess impact and inform future program development.
- Engage board members in providing effective guidance and oversight of GCIR's programmatic work through the program committee.
- Engage board members and other foundation stakeholders in shaping the goals, focus, and content of the biennial national convening through the national convening planning committee.
- Oversee the work of the program associate and coordinate with and provide direction to other staff on meeting logistics and planning to ensure a smooth and well-coordinated event.
- Serve as program liaison to colleague affinity groups, immigrant and refugee organizations, and other allies and stakeholders.

Membership

- Maintain relationship with current members and cultivate new relationships with foundations, other philanthropic organizations, public funders, businesses, and other sectors.
- Promptly respond to members' program-related and other enquiries.

Fundraising

- Prepare draft grant proposals and program-specific portions of reports.
- Help maintain relationships with funders and identify funding opportunities.

Networking

- Develop and maintain relationships in the philanthropic sector.
- Effectively represent GCIR at external meetings and conferences.

SKILLS & REQUIREMENTS

The ideal candidate will be a self-motivated, energetic, easygoing, flexible, and personable individual with a passion for immigration and social justice issues. S/he will also have:

- Knowledge of immigrant and refugee issues and philanthropy.
- Outstanding communications, interpersonal, and networking skills.
- Excellent organizational skills and attention to detail.
- Ability to work productively in a small-office environment where the pace changes frequently and where multiple tasks and priorities must be managed.
- Ability to work independently, take initiative, and exercise leadership.
- Ability to effectively resolve problems and exercise informed judgment that balances multiple needs, priorities, and interests.
- Willingness to travel at least six times a year.
- Intermediate proficiency in Word, Excel, and PowerPoint.

EDUCATION & EXPERIENCE

- Master's degree in a related field preferred but not required.
- Minimum of 15 years of experience in increasingly responsible positions in areas such as program, policy, research, membership, and/or project management.
- Experience in working with foundations and/or on immigrant and refugees issues is a plus but not required.

SALARY AND BENEFITS

Salary is commensurate with experience; excellent benefits including employer-paid health insurance.

APPLICATION PROCESS

Please email a letter of interest along with a resume and two writing samples to Daranee Petsod, executive director, at daranee@gcir.org. Application deadline is January 17, 2011; target start date is March 2011. No phone calls please.