

FOUNDATION FOR A JUST SOCIETY

PROGRAM OFFICER

Organization: Foundation for a Just Society
Organization URL: <http://www.fjs.org>
Salary: Commensurate with experience
City/State: New York, NY
Contact: Rini Banerjee

Organizational Overview:

The Foundation for A Just Society (FJS) is a private foundation committed to addressing the gaps in funding for women and girls in the most marginalized communities. FJS strives to work towards a world without discrimination where people are equally valued regardless of race, gender, ethnicity, or sexual identity. We support organizations that have developed successful programs that ensure the human rights of women and girls, particularly those who are discriminated against and most marginalized due to their economic status, race, ethnicity, sexual orientation, and/or gender identity. Our grant making program focus areas include Nepal, Myanmar and women and girl minority populations in border areas in Thailand; Francophone West Africa; Guatemala and El Salvador in Central America; and New York City and the Southeastern region of the United States.

Position Summary:

Reporting to the Foundation Director, the Program Officer will be responsible for serving as a key point of contact for organizations seeking funding from the Foundation, reviewing grant requests, managing a diverse portfolio of grants, developing grant making strategies, and supporting the Director programmatically. The Program Officer will be responsible for contributing to the design and implementation of Foundation for a Just Society's grantmaking, technical assistance, evaluation, and communications programs.

Specific Responsibilities:

Grant making Program

- Develops in-depth knowledge and strategic analysis of assigned regional areas, including current issues and key resource people and organizations, and a clear understanding of how they fit into the Foundation's interests.
- Develops proposals in the assigned regional area(s) and formulates recommendations for funding.
- Conducts site visits to grantees and potential grantees. Stays informed about, and follow up as necessary on, grant-related issues throughout the grants' duration.
- Works with program team to design and implement overall learning, monitoring and evaluation plans for the grantmaking program and each proposal recommended for funding.
- Contributes to developing grantmaking policies and programmatic collaborations; and to

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- analyzing regional issues, trends, and strategies on women's human rights and philanthropy.
- Attends Board of Directors Meetings to support recommendations and provide information, and interacts with Directors throughout the year.
- Participates in joint efforts and affinity groups of foundations and program related meetings. Represents the Foundation professionally by responding to inquiries and attending meetings and conferences. Develops position papers as assigned on new subject areas for creative and active Foundation involvement.
- Communicates work of grantees & Foundation in external communications: developing Web site content, newsletters, public presentations, and articles as appropriate.
- Develops partnerships with other institutions to extend the impact of FJS and the broader Foundation's grantmaking.
- Performs other duties as assigned.

Requirements:

- Experience working in women's human rights and social justice movements in Central America and/or Asia.
- Excellent written and verbal communication skills and to serve as a public spokesperson for the Foundation for A Just Society.
- Demonstrated ability to research an issue area and effectively communicate findings.
- Demonstrated ability to engage in strategic and analytical thinking and planning.
- Experience moving a project from conceptualization to completion.
- Experience coordinating the planning and logistics for meetings and convenings.
- Experience working as an effective member of a team.
- Strong computer and office skills.
- Willingness to travel.

Qualifications:

1. Education: College degree required; Master's degree highly preferred.
2. Work experience: Minimum 5-8 years relevant work experience, with 3 years experience in job- specific relevant field. Strong involvement over several years in women's rights; grassroots work experience.
3. Skills: Demonstrated bilingual fluency in oral and written English and at least one other language relevant to FJS' work.
4. Excellent research, written and oral communication skills; interpersonal skills; demonstrated reliability, attention to detail.

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5. Capabilities: Solid judgment; critical thinking skills; a sense of teamwork and community.

Compensation & Benefits:

- Salary commensurate with experience
- Excellent comprehensive employee benefits package

How To Apply:

Please send a cover letter, outlining your interest, experience and potential fit for the position along with a resume indicating salary requirements to jobs@fjs.org.