



## PROGRAM OFFICER

We seek a Program Officer who will work with the President, staff, and Trustees to guide The Fund for New Jersey into the future. Responsibilities will encompass both programmatic and strategic work, including:

### Grant Making (60%)

- Cultivating and deepening relationships with potential and current grantee partners
- Evaluating grants proposals and making recommendations, supported by research and analysis
- Managing the grants process and fostering a culture of thoughtful improvement
- Supporting grantee partners by connecting them with resources beyond the grant
- 

### Collaboration, Communication, and Innovation (40%)

- Developing strong relationships with non-profit and public leaders and philanthropic colleagues
- Strengthening collaborative partnerships
- Hosting private and public convenings with grantees and philanthropic partners to build community, shared understanding, and trusted relationships
- Understanding emerging policy directions and developing new initiatives
- Exploring external partnerships with funders, philanthropy-serving organizations, and national networks operating outside New Jersey to grow resources for our grantees and areas of interest
- Writing and speaking eloquently and effectively on behalf of The Fund for New Jersey
- Working closely with the President, staff, and Trustees of The Fund to foster a culture of learning, growth, and impact

The strongest candidate will have excellent academic and professional experience, including:

- Excellent judgment and ability to learn quickly
- Clear understanding of public policy and non-profit organizations
- Demonstrated commitment to racial justice and to progressive social change
- Strong research skills and capacity for policy analysis and program evaluation
- Outstanding writing, thinking, and interpersonal skills
- Strong project management skills, with the ability to manage internal deadlines and scheduling
- Flexibility, energy, and enthusiasm to address an array of issues facing New Jersey
- Ease and experience with technology, digital media, and non-profit financial reporting

The Fund has a small, energetic, and highly collaborative staff. The Fund offers an exceptional

hybrid work environment with support for professional development and excellent benefits. The salary is between \$90,000 and \$120,000, commensurate with experience and qualifications. The Fund promotes, values, and respects diversity.

To apply:

Please submit a cover letter describing your interest and fit for the position, a resume, and a list of three references. Address materials to Brandon McKoy, President, at [jobs@fundfornj.org](mailto:jobs@fundfornj.org).

Priority will be given to applicants whose materials are received by September 27, 2024.

Applications will be reviewed until the position is filled.