

WEISSBERG FOUNDATION

Position: Program Manager
Reports to: Executive Director, Weissberg Foundation
Location: Arlington, VA
Salary range: \$60,000-70,000

About the Foundation

Founded in 1988, the Weissberg Foundation is a private family foundation based in Northern Virginia that advances organizations and efforts that give voice and opportunity to historically marginalized populations. Through funding, amplification, capacity building, and collaboration we work toward a vision of a just world that recognizes inequities and builds access, opportunity, and power so that all can thrive.

The Foundation currently has four key program areas:

- **Equitable Justice:** Advancing community-based organizations in MD, NM, NY, VA, and DC that build the leadership and advocacy capacity of system-impacted women, girls, trans, and gender non-conforming individuals of color to advance equity and change the narrative about who they are, what our criminal justice system is, and what it can be.
- **Reframing Washington:** Supporting community-based organizations that are working in the DC area to build economic, political, and social power among historically marginalized populations—namely populations of color, those closest to incarceration, immigrants, and refugees—through advocacy, community organizing, and civic engagement.
- **Diversity in Theater:** Building the capacity of DC-area theaters to advance equity, diversity, and inclusion through their governance, operations, and programming.
- **Weissberg Program in Human Rights & Social Justice:** Partnering with Beloit College in Wisconsin to inspire and empower students to take informed action to address complex global problems.

In addition to the above program areas, we stay open to exploring and pursuing promising opportunities to advance our mission and strengthen philanthropy and the broader social sector.

About the Position

The Weissberg Foundation seeks a program manager to lead our Equitable Justice and Reframing Washington program areas, and provide support and thought partnership to other programs and special initiatives. The ideal candidate will have experience with the criminal justice system; a deep understanding of racial equity and public policy; and, ideally, knowledge about the political and social justice landscape in Virginia and the greater Washington region. The Foundation staff and board are small, collaborative, and nimble; therefore, teamwork and adaptability are essential to this position, as are strong organizational, communications, and people skills. This is an exciting opportunity to engage with a diversity of groups and individuals in the nonprofit, philanthropic, private, and public sectors committed to advancing social justice.

The Weissberg Foundation is an equal opportunity employer and strongly encourages applicants with diverse identities, backgrounds, and life experiences to apply. We offer a salary commensurate with

qualifications and experience, intentional professional development opportunities, and a benefits package that includes health, dental and vision insurance; a retirement plan with employer contributions; public transit and wellness allotments; and tuition reimbursement. This position will require travel and working evenings and weekends on occasion.

Job Responsibilities

Program Development & Implementation

- Research issues, organizations, and practices to inform and strengthen the foundation’s knowledge, program design and implementation, processes, and impact
- Plan and facilitate grantee convenings to cultivate learning, connecting, and inspiration
- Maintain trust-based relationships with grantee partners
- Put in place mechanisms for streamlined grantee reporting to support learning and evaluation
- Design request for proposal processes, and manage grant requests, proposal review, proposal review teams, applicant notifications, and two-way feedback conversations

Community Outreach and Engagement

- Create and pursue opportunities to amplify the work of grantee and other partners
- Engage with grantee partners in community by participating in their and other partner events
- Seek opportunities to collaborate with groups and individuals in the nonprofit, philanthropic, private, and public sectors committed to advancing racial equity and equitable justice
- Nurture a strong pipeline of prospective program advisors and grant reviewers

Communications, Internal Learning & Administration

- Contribute content to the foundation’s [website](#), social media channels (e.g., [The Weissberg Blog](#), [@WeissbergFdn](#)), and other external communications
- Support learning and logistics for internal foundation meetings and convenings (e.g., staff, committee, board of directors, family)
- Stay up-to-date on information and events within the foundation’s program areas, the philanthropic community, and the broader social sector, and share with those who might benefit
- Develop and present internal program updates and reports to the Foundation board of directors

Qualifications

We are seeking candidates that possess the following qualifications:

- Deep understanding and analysis of racial equity, the U.S criminal justice system, and public policy
- Knowledge of our region, in particular Virginia and Washington, DC
- Four years of experience in program coordination, development, and/or management
- Proven track record of effective meeting design and facilitation
- Commitment to the Foundation’s core values of equity, listening and learning, intentionality, ingenuity, and trust and empowerment
- Good judgment, attention to detail, strong organizational skills, and ability to multi-task in a sometimes fast-paced environment with competing deadlines
- Excellent written, oral, and interpersonal communication skills
- Strong and active knowledge of MS Office, particularly Word and Excel

How to Apply

Please email a resume and cover letter highlighting your experience and interest relevant to the position to info@weissbergfoundation.org with the subject line “Program Manager Position.” Applications must be received by 9:00 a.m. EST on February 4, 2019.