PROGRAM OFFICER, WEINGART FOUNDATION  
Los Angeles, CA  
October 2019

Overview

The Weingart Foundation is seeking an experienced, thoughtful and collaborative social justice community leader or advocate with direct experience and a deep commitment to addressing issues of inequity impacting underserved communities of color in Southern California to serve as a new Program Officer.

The Program Officer will join a close-knit, collaborative and responsive program team committed to strengthening nonprofit organizations, collaboratives, and coalitions working to meet essential needs, expand opportunity and eliminate structural barriers to equity. The Program Officer will focus primarily on supporting organizations in the South Los Angeles region. The Program Officer reports to the Vice President of Programs and works closely and collaboratively with the Program Director and all program staff. The position is based at foundation headquarters in Los Angeles, CA.

Background

The Weingart Foundation is a private grantmaking foundation advancing racial, social and economic justice across five Southern California counties. The Foundation’s work is defined by a belief in the fundamental dignity of all people, a deep respect and trust for the organizations that the Foundation partners with, transparent processes that minimize the burden on partners and potential partners, and a focus on constant learning about how to create impact.

With assets over $750 million, the Foundation has granted more than $1 billion and supported thousands of organizations across the region. Today, the Foundation uses its assets to strengthen organizations working in human services, health, education, and community power building.

The Foundation’s vision is a dynamic and effective social change sector in Southern California that is creating the systems and structures needed to achieve justice. In addition to grantmaking, the Weingart Foundation plays a leadership role in Southern California’s philanthropic and social change sectors. Through various initiatives, the Foundation is building a network of private and public sector organizations and activists who are serious about systemic
change. Additionally, Weingart has been leading efforts within the field to equitably fund communities of color so that they have the unrestricted resources needed to make real change.

**Key Responsibilities**

The Program Officer serves as a professional member of the grant making staff of the Foundation and works closely with the Program Director and all program staff to develop and recommend grants consistent with the Foundation’s policies, guidelines and commitment to advancing racial, social and economic equity. The primary responsibility of the Program Officer is the management of grant requests from initial contact with grant applicants to final disposition.

**Position Responsibilities**

- **Grantmaking.** Review and analyze grant applications. Conduct site visits and other due diligence activities to determine the fit with the Foundation’s guidelines and priorities.
- **Grant Strategy.** Support the Program Director in developing and implementing the grant strategy for geographic priority areas.
- **Due Diligence/Responsiveness.** Engage with applicants to obtain additional information and to answer all inquiries in a timely, service-oriented manner.
- **Financial Analysis.** Analyze financial documents submitted with grant applications to assess fiscal strength of applicant and sustainability of programs.
- **Organizational Assessment/Learning.** Complete benchmark organizational assessments to capture data on applicants’ organizational effectiveness to support the Foundation’s ongoing learning.
- **Assessments/Recommendations.** Prepare written assessments of applications and recommendation for funding.
- **Presentation/Collaborative Peer Review Process.** Present grant requests and recommendations through a peer review process and ultimately to the Board for their consideration and action.
- **Board Assistance/Responsiveness.** Assist individual Board members and management with grant questions and other areas of inquiry or interest.
- **Evaluation.** Monitor progress of grantees in achieving key objectives of the grant and organizational effectiveness goals through the review of all grantee surveys and reports.
- **Capacity-Building/Organizational Effectiveness Support.** Provide other forms of support to build capacity and organizational effectiveness of grantees including facilitating technical assistance, sharing best practices and knowledge, and/or convening as appropriate.
- **Emerging Issues and Trends.** Keep current on issues impacting the Foundation’s geographic and issue funding areas as well as trends in philanthropy and share insights with staff and management as appropriate.
- **External Representation.** Represent the Foundation to external constituents (grantees, policy makers, the general public and other funders, etc.) as requested by
management.
▪ **Special Projects.** Special projects as assigned.

## Qualifications

A successful candidate will have:

▪ A strong commitment to the Foundation’s mission, values and grantmaking practice.
▪ A minimum of five years currently working in a senior program management position, ideally in a social justice-focused nonprofit organization, with a focus on program development, budgeting, evaluation and organizational development.
▪ A Bachelor’s degree.
▪ Demonstrated excellence in written and oral communication skills.
▪ Familiarity with the Southern California nonprofit sector and the diverse communities that make up the region.
▪ Strong computer proficiency including Microsoft Office software suite and willingness to learn the required grants database software.

Additional qualifications include:

▪ Direct experience and commitment to addressing issues of inequity impacting underserved communities of color in Southern California.
▪ Demonstrated experience working effectively with individuals from diverse backgrounds.
▪ Strong understanding of the Southern California nonprofit social justice sector and nonprofit operations.
▪ A strong work ethic, with the highest level of personal and professional integrity.
▪ Excellent time-management and organizational skills with an ability to balance multiple priorities and meet deadlines with attention to detail.
▪ Excellent interpersonal and oral communication skills.
▪ Strong technical writing skills.
▪ Ability to work independently, collaboratively and in a team-oriented environment both within the Foundation and with external stakeholders.
▪ Flexible and adaptable - able to work in a fast and changing environment.
▪ Comfortable working as a generalist in the context of the Foundation’s broad interests and priorities.
▪ Commitment to ongoing learning and assessment.
▪ Possesses an inquisitive mind and good humor
▪ Have a strong personal interest and commitment to working in an inclusive environment that places a high value on equity.

## Compensation

Salary is commensurate with background and experience, and a generous benefits package is offered.
To Apply

*Martha Montag Brown & Associates, LLC* has been retained for this search. Interested and qualified candidates should apply by sending a cover letter, resume and salary requirements by email to *Martha@marthamontagbrown.com*. All correspondence will remain confidential.