



The Overbrook Foundation

Job Title: Program Officer

Program: Human Rights

Location: New York, NY

Reports to: President and CEO

The Overbrook Foundation is a progressive family foundation that supports organizations advancing human rights and conserving the natural environment. Founded in 1948, Overbrook is a family-led foundation with a fourteen-member Board of Directors and a professional staff of seven. The Foundation awarded approximately \$7.7 million in grants in 2018, including approximately \$2.3 million to 46 organizations through its Human Rights Program.

The Overbrook Foundation has supported civil and human rights since its earliest years. Carrying this legacy forward, Overbrook provides funding to human rights organizations in the United States and Latin America. Domestically, the Human Rights Program currently focuses on supporting organizations that are advocating for reproductive justice, promoting LGBT rights, challenging mass incarceration and criminalization, and reforming the undue influence of money in politics. Internationally, the Human Rights Program supports organizations operating in Central America and Mexico that defend human rights defenders at risk.

Job Summary:

Working closely with the President, the Program Officer will direct the strategic development and management of the Foundation's human rights program. The Program Officer will lead all stages of human rights grantmaking, and monitor and evaluate the progress, outcomes and impact of individual grants and overall program strategies. The Program Officer will also be responsible for representing and communicating about the Foundation's grants and grantmaking strategies to its Board, current or potential grantees, other funders, and others interested in the Foundation's work.

As the Foundation has a small staff, employees coordinate closely, and everyone contributes to the office's administrative operations. The Program Officer will be responsible for helping with meeting preparation, scheduling, and other tasks as needed.

In coordination with the Environment and Grants Administration Team, the Program Officer will engage in special foundation-wide projects, including strategic planning, communications, and management of the Foundation's cross-program rapid response fund.

Key Responsibilities:

Grantmaking

- Under the guidance of the President and Board of Directors, with input from grantees and other field leaders, update and implement grantmaking priorities and strategies for

the human rights portfolio, including in the Foundation's next strategic planning process

- Stay abreast of relevant issues, trends, and developments in the Foundation's grantmaking areas and in the philanthropic sector to identify emerging funding needs, gaps, and opportunities
- Manage all phases of grantmaking for the human rights program, including working in partnership with our President, Board and grantees to determine programmatic strategies; inviting and reviewing proposals and financial documents; evaluating reports from grantees; determining whether or not to recommend funding for eligible organizations; helping to process grant applications; and managing grants budgets
- Monitor and evaluate progress of individual grants, as well as full grant portfolios, through meetings at the Foundation's offices, telephone calls, site visits to our grantees' events and other grantee reports and updates
- Write grant recommendations and program memos on developments in grantees' work and social justice movements
- Manage incoming letters of inquiry and correspondence with organizations interested in applying for Overbrook funding
- Act as primary contact between the Foundation and grantees, and maintain strong relationships with grantees
- Represent the Foundation at meetings with current or prospective grantees, human rights conferences, relevant philanthropic affinity groups and donor collaboratives supported by Overbrook
- Collaborate with other Foundation staff members, as well as other organizations and funders outside of Overbrook, to identify, meet with and recommend potential rapid response grant recipients to the Board
- Responsible for own correspondence, calendar, expense reports, etc.

Foundation and Administrative Projects

- Assist in coordination for and implementation of the Foundation's Board Meetings and Retreats, including presenting dockets to the Board of Directors and developing presentations (often with grantees) on issues of relevance to the Foundation's grantmaking
- Write, edit and compile materials for Board Meetings with other staff members
- Assist with logistics, set up and clean up for Board Meetings and Retreats
- May be involved with managing interns, program assistants, and/or consultants advising specific grantmaking initiatives as applicable
- Assist President with correspondence with the Board or grantees
- Assist with other tasks as needed

Qualifications:

- Minimum of five years of professional experience working in social justice organizations or philanthropy
- Demonstrated commitment to the Foundation's human rights and environmental mission and values around movement building, racial, economic, and gender justice
- Familiarity with grantmaking is preferred

- Strong understanding of the organizations, movements and strategies in at least one area of the Foundation’s grantmaking, and an interest in learning and developing knowledge about other areas
 - Strong research, analytical, problem solving, and oral and written communications skills
 - Ability to work on and communicate about social justice issues using an intersectional lens, particularly with regard to race, class, gender, sexual orientation, and gender identity
 - Desire to work as a part of a highly collaborative, small team and openness to taking on administrative tasks to help a small office run effectively
 - Ability to establish and maintain collegial and effective working relationships with colleagues and grantees of diverse backgrounds and perspectives
 - Understanding of the power differential in the funder-grantee relationship and ability to handle relationships with humility, respect and an interest in learning
 - Fluency or proficiency in Spanish is preferred
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Salary and Benefits:

The Overbrook Foundation offers a competitive salary and benefits package, including a generous 401k plan, health and dental insurance. Salary will be commensurate with experience. This position is based in New York City with travel averaging approximately 10-15% of the time.

How To Apply:

Interested applicants should e-mail a resume and cover letter to humanresources@overbrook.org. Please include “Human Rights Program Officer – YOUR NAME” in the subject line.

In your cover letter please address the following questions: What is one area of The Overbrook Foundation’s human rights grantmaking that you are particularly passionate about? Why? How might you imagine making a distinctive contribution directing this area of grantmaking? Please limit all cover letters to one page.

The application deadline is **March 18, 2019**. All applications must be received via email. No phone inquiries please. Due to the overwhelming number of requests, we will not be able to confirm that we received your application. We will begin contacting candidates for phone interviews the week before the deadline.

The Overbrook Foundation is an equal opportunity employer and welcomes a diverse group of applicants.

Thank you in advance for your interest and work on this application!