



FORGE Program Officer Vacancy Announcement

About the SAGE Fund

The [SAGE Fund](#) strengthens accountability for economic actors by spurring innovation in approaches and building greater field capacity in the human rights movement to address critical gaps in protection created by the global economy. The Fund works interactively with NGOs, affected communities, and other partners in the field to cultivate new strategies and tools, and provides grants to pilot their development. The Fund also works with donors to facilitate field discussions and provide a vehicle for identifying opportunities for impact. The SAGE Fund is one of the founding members of FORGE and, together with Fundación Avina, is leading and managing FORGE's collaborative grantmaking through the [Response and Vision Fund](#).

About Funders Organized for Rights in the Global Economy (FORGE)

[FORGE](#) is a new collaborative of leading philanthropic donors working towards a global economy that works for all people and the planet, shaped by and accountable to worker- and community-led movements. FORGE funders collaborate through active participation in a learning agenda, aligned funding and strategy development, and pooled funding to harness and scale opportunities.

Program Officer Position: The Opportunity

The Program Officer (FORGE) will bring their commitment to and expertise in human rights in the global economy to envision and implement a grantmaking program that nurtures and scales organizations and global economy approaches poised for greater development. Together with SAGE's Director and FORGE members, the Program Officer will analyze opportunities that emerge from the field and participate in developing thematic areas of focus for FORGE's pooled funding. They will be responsible for implementing an integrated grantmaking program, including outreach and solicitation, review and due diligence, accompaniment and capacity support, recommendation and evaluation, and documenting and sharing outcomes and learning from the grantmaking. Additional responsibilities will include implementing grantmaking best practices; providing ongoing support and technical assistance to current projects; and providing input and support for FORGE's and SAGE's organizational development as part of the SAGE Fund team; among other activities.



Primary Responsibilities

Grantmaking and Grant Management (70%)

- Identify, develop, and assess approaches, concept notes, and proposals through RFPs, landscaping, research, ongoing outreach, etc.
- Evaluate grant proposals, conduct due diligence, and prepare grant recommendations.
- Serve as grantees' primary point of contact, building and developing collaborative relationships that make it possible to strengthen proposed projects and support their successful development; undertake site visits, once travel restrictions are lifted.
- Design and provide non-grant supports (capacity building, convening space, network building, etc.) to grantees and other partners.
- Cultivate connections to prospective grantees and establish and maintain deep relationships with colleagues in the field.
- Develop evaluation systems to ensure grantees are meeting goals; document learning to disseminate and share with FORGE, other donors and CSOs in the field.

Strategy Development and Thought Leadership (20%)

- Under the guidance of SAGE's Director, and in discussion with FORGE members, develop grantmaking priorities, themes, and projects – including gender, economic, and climate justice – by proactively researching emerging issues and opportunities.
- Monitor issues, strategies, and funding in the field through literature reviews, research, and participation in relevant conferences and meetings.
- Prepare strategy documents, background memos, and grant recommendations.
- Build collaborative relationships and engage as a thought leader with donors, academics, and NGOs working to advance human rights.

Core Team Engagement (10%)

- Co-plan and actively participate in SAGE team meetings, field convenings, Advisory Board meetings, and FORGE grantmaking committee meetings.
- Work collaboratively to identify and assess opportunities to build SAGE's programming, strengthen its impact, and further develop its organizational infrastructure and staffing.
- Represent SAGE's work to external audiences, including at conferences, funder meetings, webinars, and other venues.



Qualifications

- Passion for and expertise in issues related to human rights in the global economy: corporate accountability, economic and social rights, labor rights, women's economic justice, natural resources, environmental and climate justice, and/or development.
 - Strategic vision for the development of a vibrant movement that advances accountability for human rights in the global economy.
 - Knowledge of the ecosystem of organizations and actors in the field; solid understanding of human rights strategies, advocacy, and social movements.
 - Minimum 5-7 years' program experience in human rights, social justice, or grantmaking organizations working on human rights in the global economy; experience with worker- and/or community-led movements is highly desirable.
 - Graduate degree in law, public policy, social sciences, or a related field; or equivalent experience.
- Strategic and tactical insight, including how different strategies and actions interact; how local, national, regional, and global efforts work together; how to identify political opportunity; and how to assess and strengthen organizational and movement capacity.
- Experience working in countries and civil society movements in the Global South.
- Demonstrated ability to build strong, productive relationships, including the ability to collaborate and build consensus among stakeholders across sectors (philanthropy, public sector, financial institutions, NGOs, social movements, etc.).
- Ability to communicate clearly and persuasively in English (orally and in writing) with diverse stakeholders, including people outside the human rights field.
- Extremely disciplined: well organized, detail-oriented, and able to meet deadlines.
- Excellent judgment; ability to synthesize information and think laterally.
- Ability to toggle seamlessly between big picture strategy and the components of a specific project, and comfortable with non-linear processes.
- Excellent analytical, research, and problem-solving skills.
- Understanding of the power dynamics in the funder/grantee relationship and commitment to handling relationships with humility and respect.
- Experience working on a small, collaborative, mostly remote team: self-directed, resourceful, flexible, with a sense of humor and a pitch-in attitude (i.e., staff make their own copies and schedule their own appointments).
- Fluency in other major languages, particularly French or Spanish, is highly desirable.
- Ability to travel in the U.S. and internationally up to 25% of the year, once travel restrictions are lifted.



Location

The SAGE Fund has a small office in Baltimore, Maryland, USA. SAGE is especially interested in candidates in the U.S. Northeast Corridor who have the ability to regularly visit the SAGE office, to spend time to work as a team, and to participate in meetings in Washington, DC and New York. SAGE will also consider exceptional candidates working remotely from other locations in the U.S. or internationally, with required regular visits to New York, Washington, DC, and Baltimore. If not U.S.-based, candidates must have legal authorization to visit the U.S. for work meetings and conferences.

Compensation and Benefits

The salary range for the FORGE Program Officer position is US \$75,000–\$85,000, depending upon experience and location. The SAGE Fund offers a competitive benefits package, including a generous 401k plan and health and dental insurance (or the equivalent for a hire outside of the U.S.).

The SAGE Fund is a project of the New Venture Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, rewarding, and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

To Apply

Please fill out this [application form](#). In addition, please submit your resume (CV) and a cover letter that speaks to how your qualifications fit the role to: info@sagefundrights.org with the subject line: Last Name, First Name, FORGE PO. The deadline for applications is Friday, October 9, 2020.