

FUNDERS FOR JUSTICE

Program Associate

[Funders for Justice](#) (FFJ) seeks a Program Associate with community organizing and administrative support and coordination skills, to manage all day-to-day program logistics, as well as event logistics. The ideal candidate will be able to hold both structure and flexibility, take initiative, and work collaboratively as part of a team of strong leaders.

BACKGROUND

[Funders for Justice](#) is a national network and organizing platform for grantmakers, donor networks, and funder affinity groups to mobilize resources to grassroots organizing led by and for people of color, at the intersections of racial justice, gender justice, ending criminalization, and building models for community safety and justice. FFJ was founded in 2014, and has grown from less than 100 members, mostly rapid response programming, and part time staff, to over 500 members, eight areas of programming, eleven formal member leadership roles, and two full time staff members. Funders for Justice is led by three co-chairs and a set of member leaders across four issue-based strategy groups, and a director and senior program manager. The staff work closely with the member leadership and other members to design and implement the daily programming.

Currently, FFJ hosts an array of standing programming: [divest/invest](#) political education for funders; a set of 15 movement advisors that provide political guidance and frame to the work; four strategy groups: pre-trial risk assessment, healing justice, ‘me too’ in philanthropy, and police unions; the donor organizing committee for the Movement for Black Lives; and a new fellowship for member leaders. FFJ also offers additional responsive and collaborative programs throughout the year, including webinars and virtual institutes, as well as in-person events and training institutes at philanthropic conferences (when it is safe again to convene in person).

Funders for Justice transitioned out of its original organizational home in the fall of 2020, and became an independent organization in January of 2021, with a fiscal sponsor.

For more about FFJ, visit [Funders for Justice](#). For more information about our fiscal sponsor, SEE, please visit [saveourplanet.org](#).

RESPONSIBILITIES

The Program associate will manage the daily program logistics as well as all event logistics, both virtual and in-person (when it is safe to convene in person in the future). The Program associate will work directly with members, supporting their participation in FFJ's programs. The Program associate is able to hold both structure and move with flexibility, take initiative, and work collaboratively as part of a team of strong leaders.

The Program associate will work in close partnership with all staff. As the FFJ staff grows, additional program associates will be hired, and will each support a set of program areas. Daily work will include the following roles:

Support day-to-day programming, across all programs

- Manage FFJ's program calendar
- Manage FFJ's virtual program files and filing system
- Provide planning and coordination support to the Executive Director & program staff support all programming
- Manage and track program budgets, including special events
- Manage safety & security practices for programs

Manage all program event logistics, both virtual and in-person

- Prepare materials and resources for meetings and events
- Responsible for leading technology logistics both virtually and in person (video conferencing, presentations, managing participant requests live, etc.)
- Support Executive Director & program staff to produce events, both virtual and in-person
- Coordinate and manage event registration, including tracking fee payments, in partnership with FFJ's Administrative Manager
- Assist in the planning, coordination, logistics, and execution of in-person meetings (*post-pandemic*), virtual convenings, and webinars
- Participate in planning and execution of FFJ's biannual national convening

The Ideal Candidate:

- You believe in respect of self and others as a core value and work ethic.
- You believe in responsibility/accountability as a practice and value that is not only about completing tasks and obligations.
- Values a healthy organizational culture and community, which you build consciously with others.
- You practice and value kindness, effectiveness and collaboration.
- You come up with creative solutions to problems based on your own experience.
- You are emotionally aware and practice self/community care to make your ability to work and fulfill your responsibilities sustainable.
- You are aware of your own limits, discern, and have a practice of asking for support and collaboration to meet your goals.
- You have great attention to detail and have a keen eye for catching crucial typos in confirmation emails, internal logs and other documents.
- You are great at calendaring and will feel comfortable scheduling a team of 15 people.
- You see the big picture and can make connections and relay them to the rest of the team, as you have access to a bird's eye view of all the operations.
- You have excellent verbal and written communication skills, which allow you to interface easily with others to agree on plans of action, problem-solve, or give/receive feedback
- You are able to manage time effectively, allowing you to prioritize, follow-up on, and finalize tasks in order of relevance.
- At least 3 years of experience in racial and gender justice work, preferably as part of a grassroots organization for at least part of that experience
- At least 2 years of experience with philanthropy, including foundations, intermediaries, collaborative funds, affinity groups, as a staff member *and/or as a grantee partner*.
- Demonstrated experience and comfort with program support, including managing organizational calendar and event registrations
- Facility with technology and comfort with a virtual office
- Flexibility and comfort with overlapping projects, competing deadlines, and multiple stakeholders
- Ability to travel for occasional staff retreats, FFJ convenings, and other events when it is truly safe to do so, given current global pandemic

FFJ/SEE is an equal-opportunity employer. Women, people of color, LGBTQ people, people with disabilities, and others most impacted by the carceral system are strongly encouraged for this role.

COMPENSATION

Salary, commensurate with experience, begins at \$65,000. Benefits include generous leave, and, for full-time employees, health insurance, and retirement contributions.

LOCATION

Anywhere in the United States. The successful candidate is comfortable and able to work remotely full-time, and able to travel for staff retreats, occasional FFJ in-person events, and occasional conferences *when it is safe to do so, after the pandemic ends*.

APPLICATION PROCESS

Please send a cover letter, resume, and a list of three references to jobs@funders4justice.org.

Interviews are rolling, and are expected to begin in May 2021. Our goal is for the role to be filled in June, and work to begin by July.