



## JOB OPENING ANNOUNCEMENT

<b>Women's Funding Network</b>	<b>Job Title:</b> Senior Manager, Policy and Programs
<b>Department:</b> Program	<b>Supervisor:</b> President and Chief Executive Officer
<b>Compensation:</b> \$70,000 – \$110,000 100% paid health/dental/vision/long-term disability/FSA, generous paid time off and flexible work schedule and 401k match	<b>Status:</b> Exempt, Full-time, Regular
<p><b>Location:</b> Remote/telecommute, Washington, DC Metro area preferred. WFN is headquartered in San Francisco with staff working remotely across the US; travel may be required post-pandemic restrictions. To support fully remote staff and sustainable work schedules, candidate must be available to collaborate online between 11 a.m. – 3 p.m. ET Monday – Friday and can adjust work week to include evening hours for special events or travel.</p>	
<p><b>How to apply:</b> Submit a cover letter, text-only resume in .docx format with the contact information for three professional references, to <a href="mailto:info@womensfundingnetwork.org">info@womensfundingnetwork.org</a> with <b>Senior Manager, Policy and Programs</b> in the subject line. Applications will be reviewed on a rolling basis and accepted until position filled or until December 15, 2021. Due to the high volume of applications, only those selected for further discussion will be contacted. Please, no phone calls.</p> <p>Women's Funding Network is 501(c)(3) organization and an equal employment opportunity employer. We are committed to creating and evolving a work environment that attracts the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds, levels of physical ability, parents and caregivers.</p>	

### ABOUT WFN

We believe that when philanthropy invests in women's foundations and gender justice funders, we empower a deeply intersectional movement that fights for policies and standards across lines of race, class, and gender. WFN is the largest philanthropic alliance in the world dedicated to advancing the essential role of these funders in the unwavering fight for gender equality and justice. Our mission as a global alliance is to provide strategies, research, and resources that support the critical agency and influence of women's foundations and gender justice funders in the movement for equality, justice, and power for all. Our guiding values include relationships, solidarity, integrity, impact, abundance, gratitude, and courage.

### OVERVIEW

The Senior Manager, Policy and Programs role manages the day-to-day programs and projects, overall program systems, and policy work that helps our members advance the sector for gender and racial equity. They will have primary oversight over WFN's programmatic portfolio, aligning activities with WFN's strategic focus. Working closely with the Community Engagement Coordinator, and other program staff, this role ensures that marginalized genders in communities of color and other traditionally marginalized

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identities are centered in our offerings. The person in this role will listen intently to members to understand their needs while staying deeply informed of the international gender equity context, U.S.-based national and state-level policies, theory and research on gender and racial equity and justice, and community liberation and power building strategies. This role is a key member of the WFN leadership team, including strategic input on organizational efforts, management of programming budgets, support for fundraising efforts, and contributions to learning and evaluation.

### **VALUE THIS ROLE DELIVERS**

- Supporting the organization in meeting its mission to deliver high quality member experience and to nourish the ecosystem of gender-lens philanthropy by managing programs that add tangible value for our member organizations.
- The role will further the interests of our community of gender and racial justice funders and advocates among politicians, regulators, opinion leaders and others who shape the political and legal context for our sector, helping them to understand the significant social and economic contributions of our work.
- The role will work closely with our membership and national partners to engage governments at local, regional and national levels and also use innovative advocacy and partnership strategies that actively involve our community and our stakeholders in making the case for policy and regulatory change that makes a difference in the lives of all genders.
- Cultivate programmatic partnerships that bring new funding, resources and opportunities back to WFN members; manage programmatic work with current key partners such as CHANGE Philanthropy and other philanthropic organizing and movement supporting organizations (POMS).
- The role will provide advice to the WFN team on public policy matters to shape the development and iteration of programs, services and policies. The Sr. Manager for Policy and Programs will represent WFN in meetings with government, elected officials and other stakeholders as appropriate and brief President and CEO when high-level meetings are required.

### **SKILLS NEEDED TO BE SUCCESSFUL**

- Project management. Highly organized, with the interpersonal and tangible skills to motivate others to achieve shared goals on time and on budget.
- Passion and experience. Lived experience as marginalized gender in a community of color, or other identity that connects you to a personal urgency for material solutions and innovations that respect the dignity and liberation of all people. An understanding for the need to move systems and structures towards gender and racial equity and justice. Demonstrated successful experience in government, politics, campaigns, advocacy groups or philanthropic organizing. A subject matter expert on gender and racial equity, they should be able to translate this expertise into programmatic strategy and messages.
- Execution and implementation. Working closely with senior staff to create and execute ideas. This person should be inclined to boldly take on issues and challenges; to comfortably work collaboratively with a remote team; and to communicate messages without hesitation. The role will have to be actively engaged (in person whenever safely possible) with partners and stakeholders to develop trusted relationships that result in intel and influence that helps drive successful strategy.
- Decision Quality: makes good decisions; most of their solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions
- Guided by a personal integrity that reflects WFN's core intersectional feminist values and commitment to our stakeholders; record of maintaining the highest personal levels of ethical conduct, confidentiality, and integrity.