

NFG Working Group on Labor and Community Partnerships
Program Manager
JOB OPENING

The NFG Working Group on Labor and Community Partnerships seeks an experienced manager with strong program development and organizing skills to shepherd its programming, leadership development, and membership expansion. The ideal candidate has 7+ years of experience in social justice work and/or philanthropy, as well as a demonstrated commitment to labor, economic and racial justice, strong experience organizing and group support skills, an easy rapport with a wide variety of people, and an excellent sense of humor.

BACKGROUND: The Neighborhood Funders Group is national network of local, regional and national philanthropic institutions with a focus on strengthening communities. NFG builds the capacity of philanthropy to advance social justice and community change by organizing the field, developing leaders, cultivating thought leadership among its base of members and encouraging the support of polices and practices that advance racial, economic, and social justice.

The NFG Working Group on Labor and Community Partnerships, one of NFG's four working groups, advances the philanthropic conversation about economic and social justice and the centrality of unions to those efforts. The WGLCP is led by two co-chairs (in 2014, they are Laine Romero-Alston, Ford Foundation and Bob Shull, Public Welfare Foundation) and a coordinating committee. A larger Program Committee contributes thinking and implementation of the programming.

For more about NFG and examples of the WGLCP programming, visit www.nfg.org.

RESPONSIBILITIES: The Program Manager is supervised by the Director of Programs and works closely with the WGLCP co-chairs to manage the program and administration of the group. Currently the WGLCP produces two flagship programs a year: a policy briefing in the spring and a learning tour in the fall. The WGLCP also conducts additional responsive and collaborative programs throughout the year, including regular leadership calls/webinars; workshops at philanthropic gatherings; and participation in cross-working group programs. The Program Manager will:

- Track major developments in the worker justice field through periodic conversations with leaders of organizing networks, unions, or other social justice organizations
- Work with other NFG staff and WGLCP leadership to provide integration and connection between WGLCP and other NFG programs
- Support agenda development and organize WGLCP leadership meetings, including Program Committee and Coordinating Committee meetings
- Represent WGLCP (alongside Coordinating Committee and NFG members) in funders meetings, with colleagues in other funder networks, and with media, grantees, and others (includes responding to inquiries and strategically positioning WGLCP with various audiences)
- Provide guidance and facilitation support to WGLCP co-chairs and committee members and NFG in planning and execution of programs
- Manage the WGLCP budget and support the co-chairs in fundraising (working closely with the NFG President)
- Maintain relationships with current WGLCP funders, and build relationships with new ones
- Support the NFG and WGLCP members to expand the understanding and interest of other NFG members, individual donors/funders and other funder affinity group members in community-labor partnerships and worker justice through collaborative programs and other strategies
- Provide communication support for all WGLCP programs in collaboration with NFG staff
- Develop regular communications to membership via an occasional newsletter (with distribution support from NFG)
- With support from NFG, manage logistics for programs (webinars, conference presentations, reimbursements, etc.)
- Develop and produce written materials about WGLCP

QUALIFICATIONS:

- At least 7 years of experience in social justice work (including unions, workers centers, community groups, coalitions, advocacy organizations, around a variety of issues and strategies including civic engagement)

and/or

- At least 7 years of experience in philanthropy, including foundations, individual donors or affinity groups
- Strong interpersonal, writing, analytical, and organizational skills
- At least 5 years of project and/or event management experience
- Facility with technology and comfort with a virtual office
- Flexibility and comfort with overlapping projects, competing deadlines, and multiple stakeholders
- Ability to travel regularly

COMPENSATION

Salary commensurate with experience; benefits include generous leave, and, for full-time employees health insurance and retirement contributions.

PROCESS

Please send a cover letter, resume and two references to jobs@nfg.org by Friday, June 6, 2014.

NFG is an equal-opportunity employer. Women, people of color, LGBTQ people are strongly encouraged to apply.

Neighborhood Funders Group

<http://www.nfg.org/>