



## **Women's Foundation of the South Program Officer Job Description**

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**The Women's Foundation of the South (WFS)** is the first public foundation of its kind, guided by and working for women and girls of color in the Southern United States, including trans women and gender non-conforming people. WFS is led by experienced grantmakers of color and raises funds and leverages resources for nonprofit organizations and small businesses that are operated by and serve women and girls of color in the American South. The Foundation is headquartered in New Orleans, Louisiana.

WFS addresses racial and gender equity at its root by shifting philanthropic resources to the women of color changemakers who daily demonstrate powerful leadership and problem-solving despite centuries of abuse, injustice, and exploitation. WFS recognizes the intersectional nature of the lives of women of color and the need for intersectional solutions. Our work is place-based and committed to building health, wealth, and power. By intentionally leveraging resources to support the vibrant communities and just policies women and girls of color deserve, WFS is building a South in which families experience optimal health outcomes, just policies, accumulate wealth, and dictate the conditions for their success across multiple generations.

### **The Position**

The Program Officer will play a critical role in managing and expanding WFS' growing grantmaking portfolio under its flagship program, WOC@Rest®. This role will also involve developing and implementing grantmaking and other programmatic strategies, researching and vetting nonprofit organizations, establishing and maintaining strong relationships with grantees and key partners, building the ecosystem of grantee partners within states and across the region, planning WOC@Rest® activities, and working collaboratively to shape and implement the Foundation's long-term programmatic vision. WFS supports grantees partners who work within its pillar areas of health and wellbeing, economic security and wealth-building, and leadership and power-building. Reporting to the Vice President of Programs, the Program Officer will also help design innovative funding approaches that align with the Foundation's commitment to place, equity, gender justice, and transformational leadership.

### **Reporting Structure**

This person will report to the Vice President of Programs, who will provide broad programmatic vision, day-to-day supervision, and overall performance management as well as oversee professional development.

### **Key Responsibilities**

#### **Overall**

- Establish, nurture, and maintain strong, authentic relationships with grantees, contractors, and key partners.
- Support senior programming staff in research activities through data collection, literature reviews, environmental scans, identification of key trends and patterns, and presentation of key findings utilizing appropriate technology.

- Carry out special and administrative projects and duties as assigned.

### **Event Planning and Management**

- Work with internal teams to negotiate and manage vendor contracts, including communicating expectations, monitoring progress, and ensuring accountability for value-added outcomes.
- Follow event standard operating procedures (SOPs), identifying and elevating opportunities for operational improvement as they arise.
- Work with internal teams and external consultant partners to produce high quality programmatic events.
- Lead program evaluation activities, including grantee check-ins and document and disseminate results, outcomes, and learnings from programmatic events.

### **Grant Portfolio Management**

Lead activities associated with launching and facilitating grantmaking in WFS' 13-state footprint, including:

- Creating new application templates in the Foundation's grantmaking platform, Submittable.
- Developing and overseeing the grant application, selection, and reporting processes, ensuring alignment with the Foundation's mission and goals.
- Monitoring and evaluating the impact of the Foundation's WOC@Rest® grantmaking program, identifying lessons learned and sharing key insights with internal and external stakeholders.
- Managing the WOC@Rest® grant application solicitation and review processes.
- Collaborate with team members to manage internal processes, portfolio progress, documentation, grant budget information, coding and reporting, and ensuring grants are brought to a timely and quality close.

### **Outreach to Existing & New Grantees**

- Communicate with new and existing grantees, e.g. by answering grant-related questions and sending deadline reminders.
- Schedule and conduct grant reporting meetings and other check-ins with grantees.

### **Program Development and Implementation**

- Work collaboratively to develop and implement programmatic strategies based on senior leadership's programmatic vision.

### **Experience and Abilities**

- Systems management - keen ability to keep track of the details of multiple projects and processes at once.
- Written and verbal communication skills - able to communicate clearly and congenially with existing and prospective grantees.
- Tech fluency - will work extensively with Submittable, Asana, Constant Contact, and other software.
- Agile disposition - comfortable working in a high performing, rapidly growing and evolving startup environment with a team-based culture.
- Entrepreneurial attitude, understanding that WFS is an emerging foundation. Creativity and persistence are required.

- High standards of quality and accuracy - a strong commitment to completing work on time.
- Ability to work effectively with people from diverse cultural, social, and ethnic backgrounds.
- Willingness and ability to travel to multiple states across the WFS footprint for programs, site visits, relationship building, and impact storytelling.
- Ability to travel 25% of the time, mostly within WFS' 13- state region of Louisiana, Mississippi, Texas, Georgia, Alabama, Arkansas, Florida, Tennessee, Kentucky, Virginia, West Virginia, North Carolina, and South Carolina.

### **Background & Education**

- Undergraduate degree required.
- Minimum of at least seven (7) years of demonstrated content expertise, related program design and implementation, grantmaking and/or management experience required with a minimum of three years working in the nonprofit, public and/or philanthropic sector required.
- Grantmaking experience in the following areas are preferred: women and girls, maternal and child health, mental health, asset building, LGBTQ issues, workforce development, education, housing, social services, and advocacy and policy.
- Demonstrated ability to lead initiatives, manage complex projects, and influence diverse stakeholders.
- Experience designing and implementing programs or strategies that address systemic inequities.
- Foundation or nonprofit experience preferred.
- Understanding of social, racial, ethnic, and gender realities in the U.S. South.

### **Location**

This position may be a hybrid position if candidate is based in New Orleans, LA, or there is an opportunity to work remotely within WFS' geographical footprint, which includes the following states: Louisiana, Mississippi, Arkansas, Alabama, Georgia, Florida, Tennessee, Kentucky, Virginia, West Virginia, North Carolina, South Carolina, and Texas.

### **Salary Range**

The salary range for this position is between \$95,000 - \$115,000. The actual starting salary of the successful candidate will be commensurate with years, breadth, and depth of relevant experience, education, certifications, credentials, special skills, accomplishments, and other factors relevant to the position. WFS also offers a generous set of benefits, including health, dental, and vision insurance, 403(b) plan with employer contribution, generous paid time off, paid parental leave, financial planning, and flexible spending account.

### **EEOC Clause**

We welcome applications from all candidates, including women and gender non-conforming individuals, people of color, people with disabilities, and people with other marginalized identities. We firmly reject discrimination against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.

Additionally, not all applicants will have skills that match a job description exactly. The Women's Foundation of the South values diverse experiences, and while having “desired” qualifications make for a strong candidate, we encourage applicants with alternative backgrounds to also apply.

**To Apply**

The Women's Foundation of the South has contracted Fazande Consulting, a third-party consulting firm, to recruit for this position. To be considered for the position, interested candidates should submit a cover letter and resume to [talent@fazandeconsulting.com](mailto:talent@fazandeconsulting.com) by March 21, 2025.