

**ORGANIZATION:** The Bernard and Anne Spitzer Charitable Trust  
**POSITION:** Program Officer, Equitable Growth  
**REPORTS TO:** Chief Executive Officer  
**LOCATION:** New York, NY  
**TO APPLY:** Please send resume and cover letter to [SpitzerPOEG@pbrsearch.com](mailto:SpitzerPOEG@pbrsearch.com).

## **BACKGROUND**

The Bernard and Anne Spitzer Charitable Trust (the “Trust”), a family foundation, supports advocacy for social change that promotes human dignity and contributes to a more just, democratic, and environmentally sustainable world. The Trust is seeking a skilled and experienced grantmaker to serve as program officer for its Equitable Growth portfolio and to operate as a member of the management team.

The Trust’s Equitable Growth Program is dedicated to advancing economic security for American workers and their families through an economy based on more equitable and sustainable growth. Current grants support the following strategies:

- *Foster robust and sustainable growth:* The adoption of fiscal and monetary policies and interventions that promote robust and sustainable growth as a precondition for a more equitable economy that is rooted in public investment.
- *Boost earnings from work:* The adoption and effective enforcement and implementation of policies that boost wages and improve working conditions with a focus on the nation’s lowest paid workers. This strategy will also support research to deepen knowledge of the factors that limit wage growth and develop policies that contribute to broadly shared prosperity.
- *Improve access to income supports:* The adoption and effective implementation of programs and policies that supplement earnings from work and enable workers and their families to meet basic needs.
- *Promote a more equitable tax system that provides sufficient resources to support quality public services:* The adoption of policies and programs that improve the equity and efficiency of the tax code and ensure that it produces sufficient revenues at the state and federal levels.

## **POSITION**

Strong candidates will have meaningful experience in and a deep knowledge of grantmaking in the program areas described above. Applicants should have a desire to work in an entrepreneurial setting and contribute to the Trust’s overall organizational development. Effective partnership and collaboration with Trust staff and Trustees will be pivotal; the Program Officer will be expected to demonstrate a high level of integrity and excellent professional judgment.

Successful candidates will have previously served in a foundation program role and will be enthusiastic about developing and executing forward-looking strategies for the Equitable Growth portfolio that reflect priorities identified by the Board. The selected candidate will understand the needs of the field and have the flexibility, creativity, and agility to adjust in a dynamic and evolving landscape. In addition, the program officer will take a strategic approach to grantmaking with a goal of capitalizing on high-impact funding opportunities.

## **RESPONSIBILITIES**

Responsibilities will include, but are not limited to:

- Execute and refine well-researched strategies for the Equitable Growth program that are aligned with organizational mission, vision, and approach;
- Oversee all aspects of the Equitable Growth grantmaking process, including identifying and screening prospective grantees, developing and presenting grant recommendations, and managing ongoing grantee relationships;

- Stay abreast of developments in the field to identify emerging needs, gaps, and opportunities, and identify implications for the Equitable Growth program and the Trust;
- Analyze program performance and communicate progress regularly to the CEO and Trustees;
- Prepare analytic and background papers to present strategies and proposed grantees to CEO and the Trustees;
- Engage with peer funders and professional associations and other partners in relevant fields;
- Develop and host convenings and other events in support of program goals and identify learning opportunities for board and staff.

## **QUALIFICATIONS**

Competitive candidates will demonstrate the following professional and personal qualifications:

- Grant making experience;
- Demonstrated track record of developing a strategic framework for a grantmaking portfolio;
- Desire to be part of the senior leadership team at an entrepreneurial organization and a commitment to working collaboratively to create and deploy best-in-class solutions to any issues that may arise;
- Ability to maintain tact, discretion, and confidentiality as required in a family foundation;
- Intellectual agility and the ability to analyze, think critically, and understand emerging issues relating to programmatic priorities;
- Capable of developing a clear program strategy while remaining nimble and responsive to Trustee interests;
- Comfort overseeing complex budgets related to grantmaking;
- Experience with developing learning, monitoring, and evaluation processes;
- Exceptional oral and written communication skills; able to quickly gather, synthesize, and summarize information in a clear manner for a variety of audiences, from grantees to Trustees to staff;
- Proactive approach with demonstrated ability to exercise initiative;
- Goodwill, a sense of humor, and a commitment to collegiality while working in a small team;
- Bachelor's degree; 5 years of foundation experience and 10 – 15 years of relevant professional experience required; advanced degree in a related field (e.g., law, economics, public policy, journalism) preferred.

*The Bernard and Anne Spitzer Charitable Trust values equity and inclusion and is committed to the recruitment and retention of individuals of underrepresented backgrounds, including (but not limited to) gender identity and expression, race, religion, and sexual orientation.*