

ORGANIZATION: Gerstner Philanthropies
POSITION: Program Director
REPORTS TO: Executive Director, Board of Trustees
LOCATION: Armonk, NY
INFORMATION: [Website](#)
TO APPLY: Please send cover letter and resume as one PDF to GerstnerPD@pbrsearch.com with title format "Last Name First Name – Letter Resume."

BACKGROUND

Gerstner Philanthropies was founded in 1989 by Louis V. Gerstner, Jr. and has four areas of grant focus: Biomedical Research, Education, Helping Hands, and Environment. The foundation focuses on funding in New York, Boston, and Palm Beach County. Helping Hands provides funding to individuals with needs triggered by an emergency, with most grants going towards rent in areas without sufficient affordable housing.

POSITION

Gerstner Philanthropies seeks a Program Director to provide thought leadership and executional excellence in building out the Helping Hands and Environment grant areas. The Program Director will advise and collaborate with the executive director on issues of broader impact including the growth and direction of Gerstner Philanthropies. The program director will report to the executive director and trustees both formally and informally through written reports and oral presentations.

RESPONSIBILITIES

Helping Hands Program

- Develop, recommend, and manage the grant budget for the Helping Hands program.
- Maintain and cultivate relationships with current and potential Helping Hands grantee organizations.
- Serve as a connector and convener to improve practice and drive impact at our partner organizations.
- Assess program impact through quarterly grantee check-in calls; publish findings in a quarterly report outlining trends and suggested action items.
- Develop an expertise within emergency assistance grant making that includes a deep understanding of public policy; communicate key updates to trustees and foundation staff on a regular basis.

Environment Program

- Research and network to build a pipeline of new grant opportunities and support current programs.
- Work with the trustees to build out the Environment program, developing an expertise in areas of focus as the strategy develops.
- Develop, write and present grant recommendations to trustees and the executive director.

QUALIFICATIONS

The ideal candidate will be a visionary leader who shares Gerstner's vision for philanthropic impact. Specifically, the program director will have:

- Graduate degree (preferred)
- A minimum of 5+ years of experience working in strategic consulting, philanthropy, or similar position
- Excellent written and verbal communication skills
- Creative and strategic thinking abilities and be interested in helping family trustees implement their philanthropic vision
- Ability to synthesize data and information to make recommendations
- Computer skills, including proficiency in Microsoft Word, Excel, and PowerPoint
- Ability to work independently and collaboratively

- Willingness to take on varied roles and collaborate with foundation and family office staff
- Ability to travel to conduct grantee site visits in New York, Boston and Florida

Gerstner Philanthropies is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Gerstner Philanthropies will provide reasonable accommodations for qualified individuals with disabilities.