

ORGANIZATION: The Bernard and Anne Spitzer Charitable Trust
POSITION: Program Officer, Democracy
REPORTS TO: Chief Executive Officer
LOCATION: New York, NY (currently hybrid; must have ability to be in-office every week)
TO APPLY: Please send cover letter and resume as one PDF to SpitzerDemocracy@pbrsearch.com with title format "Last Name First Name – Letter Resume."

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. Reporting to the CEO, the Program Officer will be a member of the Trust's management team and will be responsible for all aspects of the Democracy Program.

The Trust's Democracy Program supports work that fosters a vital, inclusive, and representative U.S. democracy with trusted elections and resilient, accountable institutions. It has two central strategies: (1) supporting free, fair, and safe elections with equal access to the ballot for all voters; secure and effective election administration; and a high level of public trust and confidence in voting systems; and (2) strengthening and protecting responsive, resilient, and accountable democratic institutions and structures that fulfill their constitutional roles and are equipped to meet the country's greatest challenges.

POSITION

The strongest candidates will have meaningful experience in the Democracy Program areas described above and deep knowledge of grantmaking. 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.

RESPONSIBILITIES

Responsibilities will include, but are not limited to:

- Developing and executing well-researched strategies for the Democracy Program that are aligned with organizational mission, vision, and approach;
- Overseeing all aspects of the Democracy grantmaking process, including identifying and screening prospective grantees, developing and presenting grant recommendations, and ongoing grantee relationship management;
- Staying abreast of developments in the field to identify emerging needs, gaps, and opportunities, and identifying implications for the Democracy Program and the Trust;
- Analyzing program performance and communicating progress regularly to the CEO and Trustees;
- Preparing analytic and background papers to present strategies and proposed grantees to CEO and the Trustees;
- Engaging with peer funders and professional associations and other partners in relevant fields; and
- Developing and hosting convenings and other events in support of program goals and identifying learning opportunities for board and staff.

QUALIFICATIONS

Competitive candidates will demonstrate the following professional and personal qualifications:

- Experience in philanthropy as well as the demonstrated ability to frame a grantmaking portfolio;
- Capable of developing a clear program strategy while remaining nimble and responsive to Trustee interests;
- Deep understanding of the role of the nonprofit sector in protecting and strengthening U.S. democracy;
- Strong track record of strategic leadership;
- Desire to be part of the senior leadership team at an entrepreneurial organization and a commitment to working collaboratively to create systems and determine solutions to problems;
- Ability to maintain tact, discretion, and confidentiality, as needed, for a family foundation;
- Intellectual agility and the ability to analyze, think critically, and understand emerging issues relating to programmatic priorities;
- 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 with 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; and
- Bachelor's degree; 5 years of relevant professional experience required, 10 years preferred; advanced degree in a related field (e.g., law, public policy, political science, journalism) preferred.

COMPENSATION

- Minimum \$165K annually.
- Generous benefits, including four weeks paid vacation; summer Friday schedule; medical, dental, and vision benefits; retirement savings plan with 10% employer contribution; and employee-recommended grants program.

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.