

THE
**FAMILIES &
WORKERS**
FUND

Families and Workers Fund
Senior Program Manager
Job Description (Location: Remote)

About the Role

The Families and Workers Fund seeks a Senior Program Manager to manage our programs and community engagement, reporting to the Executive Director and serving as a part of a growing team. We are looking for someone who shares our deep commitment to equity and is both a strategic thinker and operator. A key part of this role is supporting our grantees in increasing their influence, resources, and impact, and that will require our Senior Program Manager to be gifted at building and maintaining trusting relationships with our grantees. They will also be our internal thought leader on civic tech and social safety net/benefits issues and stay up to date on the latest developments. The Senior Program Manager would ideally feel equally at home analyzing our latest program data or managing a community meeting with directly impacted workers and families. As a rapidly growing startup with an ambitious vision, all of our staff must be comfortable with change and actively seek to help each other.

About the Families and Workers Fund

The Families and Workers Fund is a new, rapidly growing collaborative philanthropy that aims to help build an economy that centers equity and uplifts all. Created in April 2020 by the Ford Foundation and Schmidt Futures, today we are a \$38 million and growing partnership of over a dozen leading funders. We were founded on the belief that the United States is experiencing a once-in-a-generation opening to advance economic security, opportunity, and mobility—especially for those who have been most locked out of the country’s prosperity. We deploy strategic and nimble grants, as well as targeted programs, community engagement, and partnerships, to leverage the possibility of this moment toward two longer-term impact goals:

- *21st Century Benefits*: help to transform the benefits and social safety net system—with an initial focus on unemployment insurance—so that it better enables families to stay afloat and workers to stay connected to the labor market during crises like job losses.
- *Recover Up*: accelerate an equitable jobs recovery, leveraging new federal and employer investments to deliver career pathways and quality jobs, including a focus on “new economy” sectors like green infrastructure and resilience.

Across all of our work, we prioritize equity and dignity—i.e., ensuring an approach is designed for and with the most impacted communities and centers their voices and leadership—as well as implementation excellence and potential for scale. This enables us to work in ways that are both people-driven and data-driven and to break down silos. We support grantees that share our values of equity and are also relentlessly focused on scale, such as by investing in strong tech systems, sustainable financial models, and healthy teams. In 2020, over 80% of our grants went to organizations led by (or with 50% or more of their leadership who are) Black, Indigenous, or other people or color (BIPOC); immigrants or the children of immigrants; women; and/or LGBTQ people. The largest proportion of our grants went to women of color-led organizations.

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Responsibilities

- Manage the Families and Workers Fund grants program. Working with our Executive Director, source grantee candidates, scope potential grants, make grants, and then support grantees to be successful and achieve their goals, including increasing their influence and resources. Partner with our operations manager, who will handle grant administration/payments and reporting systems.
- Serve as our internal thought leader for the 21st Century Benefits impact area, stewarding continued strategy and partnership development and staying current on the latest developments. There may be opportunity for external thought leadership here as well.
- Co-design and implement one or two small, targeted programs that we plan to operate in-house. For example, work with the Executive Director to develop a small council of directly-impacted families and workers and/or frontline leaders, ensuring that their voices and lived experiences inform both philanthropy and policy development and that the council experience is meaningful and useful for them—and never tokenizing.
- Present program updates and results at Advisory Board meetings. Work closely with our co-funders and engage them in our learning and grant making, including by stewarding the 21st Century Benefits Advisory Board committee.
- Represent the Families and Workers Fund at external events and meetings, including occasionally speaking on panels or making presentations.

Qualifications

- At least five years of experience in a relevant field, including at least one leading your own portfolio or large-scale project (e.g., government, philanthropy, civic tech, nonprofit program or social service delivery, or employer human resources).
- Experience with grantmaking, including participating in scoping and identifying grantees, reviewing proposals, supporting grantees to be successful, and ensuring grantee lessons learned are lifted up externally and filtered back into strategy.
- Subject matter knowledge in one or multiple of these issue areas: public benefits or the social safety net; civic tech; social service delivery, anti-poverty programs, and social welfare; economic opportunity and/or justice; workforce development; and/or worker voice and power.
- Experience working in or partnering with government (federal, state, and/or local) and/or managing multi-stakeholder partnerships.
- Brings a “get it done” mentality and intellectual curiosity to your work, enjoying learning new things or pinch hitting for team members when needed.
- Excellent communication skills, both verbal and written.
- Team player, highly collaborative, and strong interpersonal skills.
- Experienced in bringing an equity lens to your work, including racial and gender analysis.
- Proficiency with research, data collection, review, analysis, and reporting.
- Strong skills in PowerPoint, Excel, and Word; knowledge of Google Apps, SurveyMonkey, and virtual meeting tools is also desirable.
- Preferred but not necessary: some familiarity with the unemployment insurance system
- Preferred but not necessary: Spanish speaker.

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Salary, Benefits, Location, and Eligibility

- \$120,000-135,000, depending on experience.
- Generous benefits, including health insurance, vacation days, and retirement options, comparable to large nonprofit organizations and philanthropies. This position will be formally housed at the Amalgamated Foundation, which is the sister philanthropy to Amalgamated Bank.
- Start date in August 2021.
- Remote job open to all candidates eligible to work in the United States with a preference for those within a few hours of New York City.
- Once it is safe and feasible to do so, we will work together in-person as a team at least once per month in New York City where we have desks and meeting space available with one of our member foundations.

Travel Requirements

The Senior Program Manager will travel roughly ten times per year to visit grantees and other partners and/or represent Families and Workers Fund at key conferences and events (these activities will be conducted virtually for the time being). Please note that we can typically be flexible in how we structure and time the travel, and we strive to accommodate work-life balance needs.

The Amalgamated Foundation is an equal opportunity employer committed to diversity, equity, and inclusion. The Amalgamated Foundation recruits, hires, and trains employees without regard to sex, sexual orientation, gender identity or expression, race, color, ethnic identity, national origin, citizenship status, age, creed, religion, disability, socio-economic status, marital status, veteran status, or any other legally protected basis. Women, people of color, members of the LGBTQ+ community, and people from working-class backgrounds or with lived experiences with the issues that the Families and Workers Fund works on are especially encouraged to apply.

To apply, please submit your CV and cover letter to info@familiesandworkers.org by July 2nd, 2021. We will review applications on a rolling basis.