



Safety
Respect
Equity

SRE Network

Senior Program Officer

Remote (NYC, Washington D.C. or Los Angeles preferred)



Background

We are a Jewish network of over 160 organizations across North America rooted in our shared commitment to safety, respect, and equity for all. We inspire meaningful change in workplaces and communal spaces by bringing people together to address gender-based harassment, discrimination, and inequity. Our work is focused on building community, research & learning, and strategic community investments, using an intersectional lens of gender justice. Launched in March 2018, SRE Network currently operates as a fiscally sponsored project of New Venture Fund. SRE is led by its inaugural executive director and five staff members who are based throughout the United States, as well as additional topic-area advisors and consultants. Our eight-person Advisory Board is composed of communal leaders, and our work is supported by over a dozen Jewish philanthropists and foundations.

SRE Network is a network, convener, thought leader, and grantmaker. SRE Network is known for its [Standards](#) for Creating Safe, Respectful, and Equitable Jewish Workplaces and Communal Spaces. [Network members](#) agree to implement these standards over time. Our annual convening engages over 200 professionals, volunteers, and funders of Jewish organizations across North America in two days of learning, with additional programming offered throughout the year. SRE Network serves as a multiplier through our community investments portfolio, which encompasses both grantmaking and investments in gender equity work and fostering safe, respectful, and equitable Jewish workplaces and communal spaces at large, awarding over \$1M in new grants per year. To date, SRE Network has awarded over \$3.75M in [grants](#) to dozens of initiatives and organizations. In December 2022, we launched our first-ever strategic planning process which will conclude in May 2023 and provide a roadmap for our work for the next 3-5 years of growth.

Position

As we approach our fifth anniversary in March 2023, we are at an exciting inflection point. We are seeking a Senior Program Officer to join our small but mighty team and lead our community investments portfolio. Reporting to the Executive Director, the Senior Program Officer will have operational responsibility for the community investments portfolio, which includes managing over \$1M in grants each year through multiple grant pools. The role includes fostering deep partnerships with grantees/prospective grantees, as well as expert practitioners, community leaders, and grants committee members. The role will serve as a grantmaking and community investment expert, sharing learnings, challenges, and opportunities with funders and the SRE Advisory Board, in partnership with the Executive Director and Director of Strategic Operations.

Grantmaking Administration

- Oversee 2023 grantmaking budget of \$1.25M in new grants through renewal, strategic, and open/competitive grant pools as well as manage existing multi-year grants portfolio.

- Oversee and implement the SRE community investment strategy and grantmaking programs, including managing the full scope of the grantmaking lifecycle from initial inquiry/Request for Proposals, to due diligence, grant review, approval, issuance of grant agreement, and grant reporting and monitoring.
- Provide direction to the continued development of SRE's grantmaking strategy in partnership with the Executive Director, including establishing program priorities, general program parameters, and a plan for evaluation and learning, with a focus on equity and scalable impact.
- Facilitate and coordinate the submission of grant-related materials and payments, including application development, usage of New Venture Fund's grantmaking portal for document submission, grant review process, and grant distribution process (including developing and issuing grant agreements in partnership with NVF account team).
- Review concept papers and/or applications and make recommendations for grants for approval by Executive Director, Grants Review Committee and Advisory Board, according to approval protocol based on grant pool.

Technical Assistance

- Bring experience with grantmaking, community engagement, and knowledge and understanding of advancing gender justice and broader equity issues to support grantees and prospective grantees through strengthening their capacity and efficacy.
- Manage grant or other community committees, contributing community and grantmaking knowledge where appropriate.
- Oversee and liaise with consultants that may be engaged to provide technical assistance.
- Engage applicants in grant development, including providing advice and direction to prospective grantees on developing grant proposals or preparing for submitting an application to a grant program.
- Establish and maintain relationships with nonprofits, grantees or community members with a focus on the principles of trust, listening and learning, and power-sharing.

Stakeholder Engagement

- Establish and maintain relationships with community leaders, expert-practitioners, grantees and SRE Network members, proactively developing and advancing new grantmaking strategies that engage and elevate diverse, effective voices.
- Support and coordinate SRE Grants Review Committees, providing training and guidance on grantmaking process and practice to Grants Review Committee members.
- Work collaboratively with Director of Strategic Operations to prepare presentations for SRE funder and Advisory Board meetings, including providing ongoing meeting content, agenda development and serving as lead grantmaking staff at meetings and in-between meeting communications, and related activities.

- Provide grantmaking advice for donors on annual grantmaking, including community needs and systems contributing to those needs and the nonprofit landscape.
- Partner with Director of Strategic Operations and Executive Director to increase donor engagement and giving to SRE priorities and larger efforts to support safety, respect and equity in Jewish workplaces and communal spaces.
- Work collaboratively with Community Manager (who oversees Network member programming), as well as Senior Advisor of Research and Learning, to lift up learnings and opportunities to feature in member programming and training; work collaboratively with Digital Manager to identify opportunities to feature grantmaking impact and learnings in member and community communications.

Qualifications

- Prior experience in grants administration and/or grant evaluation is required. Relevant experience in nonprofit program, service delivery and/or constituent relations is beneficial.
- Excellent interpersonal and relationship management skills; able to foster trust through deep listening and interact well with and respect a diverse range of people, experiences, and constituencies.
- Ability to understand, communicate with and effectively engage people across diverse cultures.
- Knowledge and/or experience with intentional and meaningful involvement of individuals and communities in the development and implementation of programs and/or policies that affect them.
- Understanding of and experience with the nonprofit sector.
- Broad understanding of philanthropy's role in advancing equity, gender and racial justice.
- Knowledge of North American Jewish community and nonprofit communal landscape (or be positioned to acquire that knowledge).
- Ability to handle sensitive and confidential information with discretion and judgment.
- Ability to be self-directed, as well as succeed and thrive in a collaborative and fast-paced environment.
- Ability to work under deadline pressure and manage competing deadlines.
- Manage and complete multiple projects and establish and act upon organizational priorities.
- Effective written and verbal communication skills, including active listening and public speaking.
- Demonstrated curiosity, innovation, and problem-solving skills.
- Belief in the mission, purpose, and values of the SRE Network.
- Strong learning orientation, with an ability to transparently course correct, pivot when necessary, and bring in the supports needed to accomplish organizational goals.
- Comfortable working with colleagues and stakeholders in a remote environment in which colleagues work across locations and time zones, and technology is used

heavily for communications and project management (e.g., Asana, Slack, Google Suite).

- Values integrity, credibility, and humility.

Job Characteristics

- This is a full-time role, with a typical work schedule of 8 hours per day Mondays through Thursdays and 6 hours on Fridays.
- All exempt team members commit to working during shared core business hours of 8am – 1pm PST/ 11am – 4pm EST.
- Residency in the United States required, with preference for Los Angeles, Washington D.C. or NYC (but not required).
- Role is remote and will work from a home office.
- Role requires minimal in-person meetings and travel in the United States, with specifics subject to change. Travel is anticipated to include 5–7 overnight trips in a year (e.g., attending SRE Network’s annual convening June 6–7, 2023, two staff retreats, and a few constituent meetings and/or conferences). Depending on the candidate’s location there also may be local periodic travel for in person meetings with constituents. Very infrequently work on a weekday evening or Sunday will be required to participate in an in-person or virtual constituent meeting.
- The following physical demands are representative of those that must be met by an employee to perform the essential functions of this job successfully: regular sitting, standing, typing, and repetitive extended periods of computer use; occasional walking, standing, climbing, stooping, bending, pushing, pulling, lifting, kneeling, and twisting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

COVID-19 Policy: To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.

Compensation and Benefits

A competitive compensation package will be made available to the qualified candidate with an annual salary range of \$100,000–\$110,000 and comprehensive benefits. SRE Network, a project of New Venture Fund, offers a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families).

Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 3 weeks of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year, as well as select Jewish holidays when the holidays fall on a weekday (2 days for Rosh Hashanah, 1 day for Yom Kippur, and 2 days for Passover). Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

About New Venture Fund

SRE Network is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing, and retaining exceptional people, and to creating a work environment that is dynamic, and rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

To apply for this position, please click [HERE](#).

Applicants with Disabilities: Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of any necessary accommodations at the time of application.

Jessica Hammerman, Managing Director, Search

Natalia Kepler, Senior Talent Consultant

Rachel Carter, Senior Associate