



## Position Description: Vice President, Social Justice Program

**Location:** New York, NY

**Updated:** April 6, 2022

### About The Arcus Foundation

Founded in 2000, the Arcus Foundation is a leading global foundation advancing pressing social justice and conservation issues. Through its Social Justice Program, Arcus works to advance equality globally for all sexual orientations and gender identities. Through its Great Apes & Gibbons Program, Arcus works to conserve and protect the well-being of great apes and gibbons worldwide. The Foundation has offices in New York and Cambridge, UK.

### Position

The Vice President of the Social Justice Program leads the development, management, and implementation of the Social Justice program. This is a senior management level position and reports to the Chief Executive Officer.

The Vice President will help to shape the Foundation's philanthropic mission by designing LGBTQ social justice grantmaking strategies and guidelines, commissioning research, participating in the development of mechanisms to evaluate and assess the Foundation's programs, establishing and sustaining key external relationships, and ensuring a commitment to quality and excellence in the Social Justice Program.

The Vice President will, in partnership with the management team and the Foundation's Board of Directors, further develop the strategic framework for the Arcus Foundation, and develop the Social Justice Program to positively impact LGBTQ communities in priority geographies, in close partnership with a range of stakeholders from philanthropy, movement leaders, and other sectors. The Vice President will work in partnership with other senior managers who play a role in advancing the Foundation's program goals to further develop and achieve the Foundation's overall organizational and program strategies across all its priority areas. The VP is based in New York and manages a team of five FTEs in the New York office as well as one FTE working remotely.

The ideal candidate comes to Arcus with deep experience working within the field of LGBTQ social justice as well as the philanthropic sector, both nationally and internationally. They are great communicators, with strong speaking skills and ease and comfort representing Arcus to our grantees, philanthropic partners and other stakeholders, and the public at large. They are a clear and strategic thinker with an analytic approach to achieving our mission and goals. The VP, Social Justice is also well networked, with extensive connections in different sectors that will help to promote and advance the work of the Foundation and our grantees.

### Responsibilities

#### Strategic Grantmaking

- Define, develop, and oversee the implementation of the Social Justice Program strategy, and an effective monitoring and evaluation approach that enables learning, strategic refinement, and measurement of impact on the goals and anticipated outcomes of the program.
- Work with the CEO and Board to manage, assess, and focus grantmaking and other program strategies; find ways to ensure and enhance the effectiveness of grants and other program activities through partnership and collaboration.



- Regularly review, refine, and adjust program goals, outcomes, strategies, and their underlying assumptions so that the Foundation's overall framework for LGBTQ issues in its priority regions remains relevant, appropriate, evidence-based, and impact-oriented, and reflects Arcus' values.
- Ensure that the Foundation's grantmaking aligns with program-level goals and outcomes, and that program staff is proactively seeking out opportunities to achieve outcomes and attain high impact.
- Develop systems, training, and measures to ensure the highest standards and value of staff interactions with grantee applicants, external stakeholders, and one another in a variety of settings, including private meetings and public forums.
- Maintain overall responsibility for the SJ Program's grantmaking and grantee relationships, ensuring that Directors, Program Officers, and other staff are effectively managing their grant portfolios and their grantmaking and program budgets.
- Ensure direct reports serve as a resource and point of contact for grantees and applicants seeking information about the Foundation's programs; build effective relationships with current and prospective grantees and oversee the Foundation's efforts to support the organizational development of its grantees.
- Develop collaborative relationships with existing and prospective funders in the LGBTQ, Social Justice, and Human Rights sectors, and develop partnership opportunities that enable new funders to invest in these sectors and in Arcus-supported initiatives.

### **Listening and Learning**

- Establish ongoing learning relationships with thought leaders and stakeholders in programmatic areas of focus, facilitating the acquisition of information and insight that will inform the implementation and refinement of program strategies.
- Develop, implement, and further refine a monitoring and evaluation system that will enable the program to assess impact, learn from its activities, and ensure learning is shared across the Foundation's programs, and externally where relevant. Collaborate with relevant Arcus staff in effective knowledge management and learning across the Foundation.
- Monitor key trends and issues in society, both in the U.S. and internationally, particularly those impacting the program interests of the Foundation; communicate implications to the Board and staff, together with recommended action.
- Foster and sustain a culture of learning, openness, and collaboration, supporting cooperation, trust, mutual support, and transparency both within the program as well as across the Foundation, with colleagues, leadership, and management.

### **Leadership**

- Establish a presence in the larger philanthropic community as an experienced, thoughtful, and collaborative leader, and a voice for the values and issues that the Foundation focuses on.
- Through information gathering and/or convening, increase the field's understanding of the needs of Arcus' target populations and issue areas, and develop opportunities to advance program strategies.
- Build networks across sectors and develop access to a broad range of relevant voices in order to move the Foundation to a new level and effect change on a larger scale.
- Work with and support the CEO in the leadership of the Foundation, ensuring strong and positive partnerships and cultural competence, and respect at all levels.
- Cultivate and sustain internal partnerships with the VP of Communications and the Sr. Director of Grantmaking Effectiveness, and serve as a member of the Management Team.
- Work with the VP of Communications, and the Communications team, to promote and provide increased visibility for the Foundation's mission areas, as well as to advance change on areas of focus of Arcus' strategic plan.
- Serve as a credible, articulate, and effective spokesperson for the Foundation and its mission, in person and in writing, to reinforce and build a positive understanding of, and reputation for, the Foundation's work.

## Management

- Develop annual program objectives, work plans, and budgets for the Social Justice Program and its staff; assume overall responsibility for tracking the progress of work plan implementation and careful stewardship of Foundation resources, in adherence to budgetary parameters.
- Ensure that the SJ grantmaking program of the Foundation is smoothly and effectively administered; provide appropriate oversight of program staff activities, grantmaking, leadership, and listening/learning activities, and overall systems and procedures.
- Supervise, motivate, and evaluate staff; encourage opportunities for staff growth, leadership, and development; and ensure staff performs to high standards and professionalism across Arcus' four core competencies: technical expertise, professional integrity, cultural competence, and positive partnerships.
- Provide leadership and motivation in a team environment that encourages and requires collaborative, respectful, and supportive interactions among team members and with Foundation staff across the organization.
- Manage consultants to ensure that their activities are consistent with the Foundation's goals and objectives, as well as the terms of their engagement, and at high standards of excellence.
- Participate in the Management Team with a shared responsibility to ensure that the Foundation's strategic framework, work plan, and organization-wide budget are developed and implemented in a manner that reflects the Foundation's values and is focused on impact; lead and facilitate Program Team building and meetings.
- Engage with the Board and at Board meetings to represent the Social Justice Program and senior leadership at the Foundation. Provide the Board with annual updates on the learnings, outcomes, and overall impact of the Social Justice Program and quarterly on the alignment of recommended grants with the goals and objectives of the program's strategy.
- Provide the Foundation's President with regular updates on notable grantee achievements and updates as well as notable activities of the SJ Program's staff. Attend meetings with the President and Board as requested.

## Qualifications

- Advanced degree in social sciences, law/policy, or management preferred.
- Minimum of ten (10) years of professional experience in management and five (5) years of professional engagement at a senior level (director or above) within philanthropy.
- Alignment with Arcus culture and values.

## Salary

Annual salary of \$250,000

*The Arcus Foundation is an equal opportunity employer and is firmly committed to complying with all federal, state, and local equal employment opportunity laws. The Arcus Foundation prohibits discrimination against employees and applicants for employment because of the individual's race or color, religion or creed, immigrant, citizenship or non-citizen status, sex (including pregnancy), national origin, age, sexual orientation, gender identity or expression, intersex status, sexual and reproductive health decisions or decision making (of employees or their dependents), disability, marital status, familial status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, pre-employment arrest record, or any other characteristic protected by law. The Arcus Foundation also considers for employment qualified applicants with criminal histories consistent with federal, state, and local law.*





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