Program Director,  
U.S. Social Justice Program 
Position Profile

Title: Program Director, U.S. Social Justice Program  
Reports to: Vice President, Social Justice Program  
Location: New York, New York  
Employment Type: Full-time  
Compensation: $166,500-$245,800

About the Opportunity

The Arcus Foundation seeks a Program Director, U.S. Social Justice Program (“Program Director”) that will serve as one of two leads in implementing the Foundation’s Social Justice strategy. The Program Director reports directly to the Vice President of the Social Justice Program, and under her direction works to develop and implement strategic grantmaking in Arcus’ focus geographies within the United States and globally. They are responsible for managing a grantmaking portfolio and are responsible for supporting and supervising at least one other Social Justice staffer.

About Arcus Foundation

Founded in 2000 by Jon Stryker, the Arcus Foundation is a private grantmaking institution dedicated to the idea that people can live in harmony with one another and the natural world. Arcus’ work is based on the belief that respect for diversity among people and in nature is essential to a positive future for our planet and all its inhabitants. For more than 20 years, the Social Justice Program at Arcus has been a driving force behind groundbreaking work to ensure equality for LGBTQ people, and the Great Apes & Gibbons Program has provided visionary conservation leadership to protect and enhance the lives of great apes and gibbons. The Foundation works globally and has offices in New York City and Cambridge, UK. To learn more, visit www.arcusfoundation.org.

What It’s Like to Work at Arcus Foundation

At Arcus, we aim to foster a work culture that is rooted in our values: demonstrating organizational and individual authenticity rooted in integrity and honesty, approaching our work with humility, embracing opportunities for collaboration, ensuring the foundation’s work is strategic and rational, and remaining focused on advancing equity for those who are pushed to the margins. Our passionate and diverse staff is comprised of dedicated individuals of varying gender identities, ethnicities, sexual orientations, and abilities, and we aim to prioritize equity and inclusion throughout the organization and encourage meaningful interactions between colleagues.
At Arcus, we promote a flexible working environment that allows for work-life balance, with opportunities for hybrid and flexible work schedules. Our newly built NYC office, located in Midtown Manhattan, was designed to be a place we can feel safe, and work effectively and collaboratively, bringing energy, inspiration, commitment, and deep learning to our mission. The Arcus offices are currently working on a hybrid schedule of three days in-office (Tuesday–Thursday), with the option of working two days remotely. The general office hours are 9:00 a.m.–5:30 p.m.

**About the Social Justice Program**

The long-term goal of the Social Justice Program is for greater safety, protection, acceptance, and inclusion of LGBTQ people. The Foundation makes grants within the United States and globally in our focus geographies. Our work is deeply intersectional and seeks to center those most marginalized by systemic oppression. We prioritize work that is local, rooted in lived experience, and aimed at transforming current power structures. Supporting trans activists and inclusive faith communities are two long-standing and cross-cutting themes in our grantmaking portfolio. We try to approach our grantmaking relationships with an awareness of inherent power dynamics and a high degree of humility, and we value the vision and voice of those whom we fund. Most of our grants are general operating support and multi-year.

**Position Description**

The Program Director plays a critical role in enabling the Social Justice team and the Foundation to assume a leadership role and serve as a key supporter of the work of its grantees and the broader LGBTQ movement. The successful candidate will establish strong relationships within the team and across the Arcus Foundation, build partnerships with peer funders and key stakeholders, and nurture a respectful and collaborative team environment. The ideal Program Director will have the skills and humility to listen and learn, as well as to lead and recognize that we are better grantmakers when we seek out a variety of diverse perspectives and that our work is informed and enriched by the contributions of others.

The Program Director represents Arcus in the philanthropic and LGBTQ social justice fields and is a trusted partner for grantees, field actors, and peer funders. They seek out opportunities to advance foundation knowledge and grantmaking innovation. The Program Director plays a key role in creating a strong learning environment for Arcus staff and grantees, both internally and externally. They possess deep knowledge of domestic LGBTQ rights movements and combine outstanding strategic vision and operational skills.

The ideal candidate will bring a commitment to supporting LGBTQ movements, a desire to learn, innovate, and take risks, and the ability to find joy even in hard moments. The Arcus Social Justice team seeks a team member who will always take the work—but never themselves—seriously. We value
creativity, dedication, and humility, knowing that our grantmaking supports those who are on the frontlines of change.

KEY RESPONSIBILITIES

Strategic Grantmaking
- Implement the Social Justice Program’s strategy in the U.S. through strategic grantmaking, listening and learning, and exercising philanthropic leadership, both nationally and in our priority states in the U.S. Southern Tier.
- Develop funding recommendations, invite proposals, and make and review grant recommendations that advance the Social Justice Program’s strategic goals.
- Identify and think proactively about risk in both individual grants and grantee cohorts.
- Ensure integration across grantmaking portfolios of priority themes of faith and trans-focused grantmaking.
- Contribute to the development of a learning and evaluation framework to enable us to fully capture and understand the outcomes, learnings, and impact of the Program’s work in the U.S.

Relationship-building
- Develop and foster strong relationships with grantees that center learning and ensure Arcus understands complex field developments and movement dynamics and is well-positioned to be responsive.
- Build collaborative and respectful relationships with grantees and other field partners.

Leadership and Administration
- Work with the VP in engaging with the Arcus Board and management
- Design and implement annual work plans and administrative and grantmaking budgets, and ensure compliance with budget guidelines and policies.
- Supervise and mentor a Program Officer and/or other junior staff.
- Contribute to a supportive team culture and work environment.
- Work as appropriate with other departments and teams across the Foundation.

QUALIFICATIONS AND COMPETENCIES

Technical Expertise
- A minimum of 10 years of experience working with social movements, public policy, or philanthropy is required; prior experience in grantmaking is preferred.
- Deep knowledge of LGBTQ movements and familiarity with other social justice movements in the U.S., both nationally and in the Southern Tier, is required.
- Demonstrated ability to think strategically and translate a vision into a set of goals and the steps necessary to achieve them is required.
A deep understanding of social networks, organizational and coalition building, and the dynamics of social change is required.

- Excellent research, writing, and analytical skills are required.
- Persuasive communication skills and experience communicating with a variety of audiences are required.
- Experience with facilitation and designing learning approaches is preferred.

**Professional Integrity**

- Exceptional reliability and a high degree of professionalism.
- Ability to maintain confidentiality, operate with maximum discretion, and exercise good judgment.
- Ability to exercise effective stewardship of foundation staff and financial resources.

**Cultural Competence**

- Demonstrates sensitivity and respect for cultural values, practices, beliefs, and social experiences of diverse communities; effectively and comfortably engages in a variety of cultural settings.
- Ability to be effective in a global, multi-cultural, multi-location organization.

**Positive Partnerships**

- A confident and team-oriented relationship builder who can communicate and work with people at all levels and backgrounds.
- Demonstrated ability to build trust and collaboration across departments and teams.
- Possession of a facilitative and collaborative style of engaging others in projects, centering equity.

**Location and Travel**

- Ability to work from our New York City office, located at 445 5th Avenue, New York, NY 10016 is preferred. We are willing to consider alternative working arrangements for the right candidate.
- Ability and willingness to travel, both domestically and internationally.

**Compensation**

The Program Director role is a 40-hour week/full-time, exempt position with an annual salary that ranges from $166,500-$245,800. In addition to salary, Arcus Foundation offers a robust benefits package that includes:

- Employer contributed Medical, Vision, and Dental health insurance, which includes trans-inclusive healthcare coverage.

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• Non-elective 401(k) plan with a 10% employer contribution, a 100% match on the first 3% employee contribution, and an additional 50% match on contributions from 3-5%.
• 20 days Paid Time Off (PTO) each calendar year, which increases to 25 days after your third year, and to 30 days after your fourth year; 7 sick days, 12 holidays, and 1 floating holiday.
• 12 weeks of Paid Family Leave.
• Hybrid work schedule and flexible working practices.

How to Apply

At this link, please submit a résumé, a cover letter telling us about what you hope to bring to this role and how your background and experience respond to the desired skills and qualities we seek, and a 3-5-page writing sample or excerpt of something that you wrote yourself. Applications will be reviewed on a rolling basis through January 13, 2023. If you have any questions about the role, please reach out to contact@arcusfoundation.org.

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.