

Job Description
Executive Director of Discount Foundation
Senior Program Officer for Hill-Snowdon Foundation
(2005)

ABOUT THE COLLABORATION AND POSITION

The Discount and Hill-Snowdon foundations are joining forces to hire a senior person with significant experience in the economic justice sector to lead their grantmaking and related program activities in the effort to secure living wages, healthy working conditions and better livelihoods for low-income workers and their families. The two foundations will remain distinct and independent entities, but will benefit from joint staff, mutual learning and support, and shared office space.

The Executive Director/Senior Program Officer position is full-time, based in Washington DC, and provides full benefits. Occasional travel is required. It is expected that over the course of a year, the work will be divided evenly between the two foundations.

ABOUT THE DISCOUNT AND HILL-SNOWDON FOUNDATIONS

The Discount Foundation, founded in 1977, is a small private foundation concerned with large social problems. For the last decade, Discount has focused entirely upon alleviating poverty by supporting exemplary programs to make work pay. Discount's current grant program, "Jobs and Living Wages for the Poor," aims to improve job opportunities, wages and benefits for poor and working people. The Foundation seeks to empower working people by strengthening their collective institutions – specifically community-based organizations, churches and congregations, immigrant and labor organizations – and encouraging relationships among these institutions. It advances innovative public policies to secure jobs with livable wages, benefits, and career opportunities for poor and working people. The Foundation is governed by a six member Board of Directors, has a \$7 million endowment, and makes approximately 25 grants per year totaling \$500,000. The Foundation has one annual grantmaking meeting. Further information can be found on our website: www.discountfoundation.org.

The Hill-Snowdon Foundation was founded in 1957 as a family foundation. In 2004, it opened its own offices and hired an executive director and administrative staff. Hill-Snowdon supports two primary issues: youth organizing and economic justice. In the youth organizing field, Hill-Snowdon is an established philanthropic leader with a clear movement building strategy. Approximately \$900,000 is granted annually to youth organizing groups in Washington DC, New York City, California, across the South, and in Native American communities. Hill-Snowdon began funding the field of economic justice in 2002 in order to support low-income and working families. Since then it has supported organizing for TANF reauthorization and improvements to local welfare programs, contingent worker and day laborer organizing, minimum wage and living wage campaigns, community benefits agreements, and worker organizing, especially in the South. The 2005 economic justice budget is \$500,000. Hill-Snowdon is currently engaged in a strategic planning process for both the youth organizing and economic justice program areas. It has an asset base of \$32

million; granted \$1.6 million in 2004; and anticipates that annual grantmaking will exceed \$2 million by 2007. Further information can be found on our website: www.hillsnowdon.org.

POSITION SUMMARY

For both foundations, the staff person is responsible for refining and managing economic justice grantmaking strategies and related program activities. In addition, for Discount, the position is responsible for overall foundation management and administration. As the Senior Program Officer for Hill-Snowdon Foundation, the person would report to the Foundation's Executive Director, participate as a member of a three-person team, and supervise projects with other staff members and consultants. In the case of Discount, he/she reports to the Board of Directors and supervises several contractors including administrative assistant, financial manager, web and graphic designers, and occasional program consultants.

MAJOR RESPONSIBILITIES

In both positions, the staff person develops and implements the grantmaking strategy of the foundations; works closely with peer funders on a one-on-one basis as well as through philanthropic networks to inform and develop relevant grantmaking approaches; and maintains relations with grantees, foundation colleagues, and allied institutions like community organizing networks, labor unions, academics and policymakers. As appropriate, given the structure of each foundation, the staff person will work in close collaboration with the HSF Executive Director, the Discount Board, and the HSF Board. Specific responsibilities include:

Program Development

1. **Strategy.** Develop and implement long-range strategies to further the mission and impact of both foundations. These strategies will be independent, but it is hoped that they can be mutually supportive and/or complementary. Establish clear objectives and carry out the necessary actions to meet these objectives.
2. **Program Development.** Provide a range of value-added services that might include: technical assistance and capacity building for grantees, information sharing and education with peer foundations, and special grant programs or convenings.
3. **Grantmaking.** Develop and implement grantmaking guidelines and procedures. Duties include: responding to requests for information, issuing requests for proposals, conducting site visits and proposal reviews, and preparing grant recommendations.
4. **Partner Relations.** Develop strong, collaborative working relationships with grantees, and philanthropic, labor and community leaders.

Institutional Leadership (Discount Only)

1. **Board Relations.** Provide support, counsel and information to the Board of Directors. Promote learning opportunities related to the Foundation's program(s).
2. **Communications/Outreach.** Build the profile of the Foundation in support of its strategies and programs. Develop appropriate materials, including website, brochures and/or annual reports.

Administration/Management (Discount Only)

1. Operations/Administration. Develop/refine appropriate systems and procedures to coordinate communication, documentation, accounting and grant evaluation.
2. Budget and Planning. Develop and monitor annual operating budget and maintain proper fiscal management.
3. Staff Supervision. As needed, hire and supervise consultants and/or staff.
4. Legal compliance. Ensure that the Foundation complies with federal, state and local laws and regulations.

QUALIFICATIONS

The Discount Foundation and the Hill-Snowdon Foundation, through this innovative collaboration and their individual programs, are committed to extending their impact beyond available grant dollars. The ideal candidate is someone with the maturity and flexibility to work with two related but independent institutions and the talent to work cooperatively with other funders and community and labor leaders to advance a common agenda for economic justice. We are seeking a good organizer with an understanding of the political landscape and the various approaches to building power for working families (including community, labor and faith-based organizing). He/she should be a “self-starter,” able to work independently with minimal supervision to assess and carry out programs. He/she must be a good thinker and writer, a seasoned manager, and an excellent relationship builder. Specific qualifications include:

1. Minimum of five years experience in community or labor organizing and/or philanthropy, including planning and executing strategies, plans and programs. Experience with policy or foundation programming is helpful, though not required.
2. Demonstrated commitment to economic justice and the missions of both foundations.
3. Excellent management and relationship building skills and an ability to represent Discount and Hill-Snowdon in the philanthropic and nonprofit communities.
4. Superb written and verbal communication skills.
5. A keen analytical ability that can be applied to operations and finances and to the review and assessment of potential and existing grantees for both Discount and Hill-Snowdon.
6. A strong administrator who is attentive to detail and skilled at developing administrative systems. Experience running an organization or program is preferred.
7. Computer literate with experience with Microsoft Office, internet and email.
8. Capable of overnight travel.
9. Possess at least a BS/BA degree, in relevant field, or equivalent experience.

Interested applicants should send a resume, cover letter and a list of three references (preferably by email) **by July 8, 2005** to:

[contact info removed to share this document for informational purposes]

The Discount Foundation and Hill-Snowdon Foundation are equal opportunity employers and, as such, encourage applications from people of all colors, genders, ethnicities, ages, and sexual preferences.