



## Job Announcement

<b>Job Title</b>	<b>Program Director</b>
<b>Department</b>	<b>International Children's Rights (ICR)</b>
<b>Reports to</b>	<b>Wellspring Partners</b>
<b>Location</b>	<b>Washington, DC</b>
<b>Status</b>	<b>Full Time</b>
<b>FLSA Status (OT eligibility)</b>	<b>Exempt</b>

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### **JOB SUMMARY**

A leader in the field, the Program Director at Wellspring Advisors oversees all aspects of research, portfolio development and management related to grantmaking programs under the newly envisioned International Children's Rights program.

### **KEY RESPONSIBILITIES**

#### **Strategy**

- Implement a multi-year strategy designed to support the healthy development, well-being, and human dignity of children living in the developing world. Program grantmaking targets the rights and needs of vulnerable children—with special attention on the unique needs of girls—particularly in Wellspring's focus countries of Tanzania, Uganda, Liberia, and Ghana. The Program supports direct services, strengthening local capacity to meet children's needs, regional and international actors and mechanisms intended to improve the well-being of children and youth, and advocacy at all levels to address such issues as the effect of armed conflict on children, access to quality education and livelihood training, youth empowerment, and child protection.
- Proactively investigate and describe potential issues of concern and grantmaking opportunities and challenges, as well as responding to our clients' self-identified giving priorities, to develop strategic grantmaking approaches. Monitor developments to identify emerging needs, gaps, and opportunities for potential consideration; identify and recommend potential strategies for cultivation and solicitation.
- Implement a focus-country initiative aimed at concentrating support in select sub-Saharan African countries with the goal of better understanding local needs and opportunities, and gaining increased leverage for funding through cross-fertilization and efficiencies of scale among program grantees and across Wellspring's other grantmaking areas.
- Work with Wellspring's Director of Evaluation to integrate measurement and evaluation as well as capacity-building and technical assistance throughout the program internally and among grantees.
- Assist (as needed) in managing existing Education Program grants.



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### **Grantmaking**

- Undertake initial screening of potential grantees; arrange and attend meetings with current and prospective grantees; analyze and assess background information; conduct site visits; solicit and develop funding proposals; determine appropriate funding levels (in compliance with Wellspring guidelines); prepare docket materials; monitor active grants and review progress reports;
- Ensure adherence to internal grantmaking processes via appropriate documentation, grant budgeting, and reporting.

### **External Relations/Communications/Client Relations**

- Represent Wellspring and clients at meetings and other events;
- Build relationships with other actors (e.g., clients, representatives of government agencies, nongovernmental organizations, and other professionals) in fields of interest;
- Work collaboratively with Wellspring staff on cross-cutting issues (e.g., shared grantmaking opportunities, development/refinement of focus country grantmaking strategies).
- Prepare thematic overviews to frame funding proposals, engagement strategies, or potential new areas of work.
- Write other documents as needed—annual reports, yearly/multi-year program work plans, and docket guidelines.
- Work at high levels to establish partnerships with other funders and actors through affinity groups and other venues on shared concerns.

### **Financial Stewardship**

- Ensure effective allocation of funding for the grantmaking budgets.
- Develop annual administrative budget to anticipate and plan for travel, consultants' fees, and other major and minor capital needs.

### **Supervision and Management**

- Manage, supervise, and work integrally with a program officer/associate in accomplishing the abovementioned tasks.
- Provide overall strategic direction to guide program implementation by staff.
- Foster healthy working relationships within the team and across Wellspring.
- Set expectations, provide support and guidance, and oversee workplans.
- Evaluate staff on an ongoing basis, including an annual review. Identify and Implement individual professional development and performance improvement plans.



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- In accordance with personnel policies, make decisions regarding working conditions of staff (e.g., telecommuting, etc.).
- Manage the hiring of new staff as needed.
- Periodically manage projects and assist partners to manage projects outside the scope of the assigned dockets, as they arise.
- Serve as member of management team.
- Perform other duties and responsibilities as requested.

### **KNOWLEDGE AND SKILL REQUIREMENTS / QUALIFICATIONS**

- Minimum of fifteen years experience (at least five of those in a leadership position) with an international NGO or foundation focused on international children's rights
- Experience working in Africa, or in partnership with sub-Saharan African NGOs
- An advanced degree (MPA, MPH); comfort with quantitative data.
- Ability to think strategically, and establish goals and priorities that will be included in a multi-year workplan for the program.
- Ability to work well with the Research and Evaluation staff in order to develop a program to evaluate the capacity and performance of grantees and the overall program docket.
- Ability to establish and maintain close, collegial working relationships with colleagues and grantees of diverse backgrounds and perspectives.
- Ability to exercise tact and diplomacy in dealing with others.
- Willingness to travel to developing world environments and confront issues related to poverty, injustice, and abuse. Ability to remain positive while doing same.
- Ability to work independently and manage own time.
- Ability to plan and manage multiple priorities on different timelines.
- Ability to learn quickly when confronting new issues and priorities.
- Ability to identify and extract critical information for communication within Wellspring and with donors/clients.
- Ability to handle confidential client/donor information with complete discretion.
- Excellent written and oral communication skills.
- Good judgment and a good sense of humor.
- In-depth knowledge of and contacts in the philanthropic sector;
- In-depth knowledge of advocacy strategies.
- Superior writing and analytic skills.
- Experience as an effective manager of staff and a budget.



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### ABOUT WELLSPRING

Established in 2001, Wellspring is a private philanthropic consulting firm that coordinates grantmaking programs that advance the realization of human rights and social and economic justice for all people. Wellspring has offices in New York and Washington, DC.

Wellspring's work is rooted in respect for the dignity and worth of every human being and is informed by the following beliefs:

-- Social institutions and structures should promote the full realization of human rights and human potential, and should be accountable to these ends.

-- The rights of all people are advanced when the rights of the most marginalized and vulnerable peoples are protected.

-- Social justice movements should employ means that are consistent with their ideals, and should give agency to the people whose interests they seek to advance.

-- As responsible stewards, we must strive to maximize the impact of our charitable investments.

The firm's services include: working with donors to develop, implement, and administer giving programs that meet their philanthropic goals; conducting research and education tailored to the interests of our donors; managing programs, administering grants and monitoring grantee performance; and working with to promote the effectiveness of programs that receive donor funding.

Wellspring Advisors, LLC hires, promotes and retains employees based on their professional qualifications, demonstrated abilities, and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Firm's service needs and business requirements.

All personnel decisions are made without discrimination based on race, creed, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, genetic predisposition or carrier status, marital, status, domestic partner status, military status, sex, sexual orientation, or any other characteristic protected by law. This policy applies to all our activities, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge. This policy also bans discriminatory harassment.

# Wellspring Advisors

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### HOW TO APPLY:

For employment consideration, the optimal way to contact us is via e-mail. If you do not have access to electronic mail, please fax or mail a copy of the documents listed below to our facsimile number or mailing address:

- Please indicate how did you become aware of this vacancy
- Please submit application (consisting of resume and letter of interest) to:

Héctor Cariño, Recruiter  
Wellspring Advisors, LLC  
1410 Broadway, 23rd Floor  
New York, NY 10018-5007

E-mail HLCARINO@aol.com  
(Please include your name and position title on the subject line of the e-mail)

Facsimile 212/ 609.2633  
The application deadline is Friday, November 19, 2010.