

Sunlight Giving Program Officer

[Sunlight Giving](#) was established in 2014 as a private family foundation to support organizations that ensure young children and their families living in poverty in greater Silicon Valley have access to the resources they need. As one of the three sister organizations in the [Wildcard Giving](#) family, Sunlight Giving's grantmaking works in tandem with [Acton Family Giving's](#) initiatives focused on gender and reproductive equity, empathy building and connection and [Solidarity Giving's](#) stand for social justice. Together, they are committed to community through a common set of values, grantmaking practices, and staff.

Wildcard Giving believes our endowment and purpose sit in the public trust. We have established an approach centered on valuing the power and wisdom of our grantees and the communities they serve. Our practice is grounded in trust, transparency and equity and prioritizes long-term flexible funding and minimizing the time and effort we ask of our grantee partners.

Summary

The Program Officer provides day-to-day management of relationships with approximately 80 current grantee partners and any prospective grantee partners, performs due diligence on organizations, and participates in grantmaking planning, budgeting, and strategy. The Program Officer works with nonprofits, community members, staff, board members, and external partners to learn from and better understand local, regional, and national trends related to children and families living in poverty and safety net services.

All Wildcard team members are responsible for contributing to collective learning and to organization-wide projects such as DEI, building frameworks and systems, and ensuring our work incorporates best practices and reflects our beliefs and values.

A successful candidate is an independent self-starter, collaborative team player, and confident liaison. They are curious, open-minded, and perceptive and demonstrate strong emotional intelligence. Given this role's proximity to the donor, the individual must have the ability to execute a high level of confidentiality, discretion, and sound judgment.

Core areas of responsibility

- Grantmaking facilitation
- Grantee partnership and support
- Program strategy development and implementation
- Grant planning and budget management
- Field and sector learning and networking
- Collaborative work, including project management and team leadership
- Knowledge facilitation
- External Wildcard representation

Essential competencies

- Lived experience with, or demonstrated commitment to, issues we address/communities we serve
- Professional experience in nonprofit sector/understanding of grantee perspective
- Ability to analyze nonprofit programs, operations, and financials
- Mission-driven with knowledge of program areas and communities, and desire to pursue continuous learning
- Ability to advance individual workstreams and to work in collaboration as a member of a team
- Ability to communicate with clarity and empathy for both internal and external stakeholders
- Highly organized and detail oriented with a strong sense of ownership and accountability
- Alignment with our organizational beliefs and values

Relevant competencies

- Understanding of principles of trust-based philanthropy
- Experience applying a racial equity lens in grantmaking and program design
- A commitment to ongoing individual and collective learning on justice, equity, diversity, and inclusion
- Project management skills
- Familiarity (or ability to gain familiarity) with systems and processes, including Asana, Fluxx, Google Workspace, Microsoft Office, Slack, and Slab

Not required for this role

- Advanced data management skills
- Operations experience
- People management experience

Office Location

Our office is in Palo Alto, California. Based on position, staff are expected to work in the office one to three days per week to convene as small teams, perform group projects, or gather as the full Wildcard Giving team. This position requires regular travel in 5 counties (Monterey, San Benito, San Mateo, Santa Clara, and Santa Cruz) within Sunlight Giving's 10-county geographic range.

Hours: Full time, exempt. Company hours are 9am – 5pm. Your schedule will be set in collaboration with your manager.

Reports to: Program Director

Target Starting Salary: \$131,500 - \$138,865

We aim to offer a competitive salary and benefits package for employees that enables us to hire and retain a strong team in balance with our organizational beliefs and values, and that offers a sense of motivation, appreciation and fairness for staff. An external compensation consultant performs analysis on our salaries annually and recommends a percentage increase based on local market data to support our pay philosophy and goals.

Benefits: Medical, dental, and vision coverage for employees and their dependents, 401K retirement plan with employer automatic and matching contributions, flexible spending account/dependent care account, and more.

Application Deadline: April 19, 2024

Ideal Start Date: April/May 2024

To apply: Please use [this link](#) to submit your information and resume

Hiring Process and Timeline

Resumes will be reviewed on a rolling basis. Candidates should expect:

- An initial virtual interview with the Program Director to discuss general qualifications and share more detail about the position and our organization
- A virtual interview with both the Program Director and Managing Director
- In-person group interview(s) held with members of our team
- A final in-person interview with the organization's donor/principal

All final candidates must provide three relevant employment references and be able to verify the right to work in the United States.

Sunlight Giving is an equal opportunity employer and we do not tolerate discrimination based on race, ethnicity, culture, ancestry, age, sex, sexual orientation, gender identity, religion, disability, national origin, veteran status, marital status, pregnancy, or any other legally protected status.

Equity is one of our core values, and we are committed to fostering a diverse and inclusive work environment for our employees. We are also committed to treating every applicant for this position with respect and dignity. We look forward to learning more about you and how your unique skills and experiences can potentially enrich our team.