Director of Programs

Hours: Full-time, 40 hours per week, Exempt
Salary: $95,000 - $120,000 (depending on experience)
Location: Remote, Bay Area or CA preferred (Based in Oakland, CA, with the team currently successfully working remotely.)

Please send resume and cover letter by Friday, Dec 3, 2021 to admin@new-breath.org.

About New Breath Foundation

The New Breath Foundation (NBF) offers hope, healing, and new beginnings for Asian American & Pacific Islander (AAPI) new immigrants and refugees, people impacted by incarceration and deportation, and survivors of violence. The New Breath Foundation was founded in 2017 by Eddy Zheng, the first formerly incarcerated “juvenile lifer” to serve as Founder/President of a philanthropic Foundation. The New Breath Foundation conducts targeted grantmaking, education, and advocacy efforts. NBF disrupts traditional philanthropy by centering grassroots AAPI leadership and redistributing power imbalances between foundations and nonprofits.

Position summary:

The Director of Programs leads grantmaking at New Breath Foundation and is a key contributor to setting the Foundation's strategic direction, working with the board and staff to ensure all programmatic activities advance NBF’s mission. In partnership with the President, the Director of Programs will provide organization's leadership representing NBF in external gatherings, written communications, and in collaboration with colleagues and grassroots partners. The Director of Programs will oversee all aspects of grantmaking programs, including resourcing and being in relationship with grassroots AAPI leaders grants; managing of decision-making processes; outreach and support to potential grantees; all related documentation and reporting. This position reports to the President.

All New Breath Foundation employees are asked to:

- Commit to empowering themselves and taking initiative
- Work in solidarity with diverse communities
- Be open to new ideas, learning new skills, and personal growth
- Be comfortable with ambiguity and working in a startup environment

Director of Programs Job Responsibilities include:

- Grantmaking and Field Leadership - 65%
  - Leads NBF’s planning process to determine grantmaking priorities and strategies
  - Develops and maintains NBF’s grantmaking systems and related materials
Leads grant solicitation and application processes, responding to requests for information or requests for technical assistance from prospective grantees

Facilitates applicant evaluation and decision making process, ranking the applications and making approval recommendations

Manages all grant contracts and awards

Ensures NBF’s grantmaking activities are compliant with IRS and other governing body’s regulations, serves as liaison to legal counsel when needed

Presents grant recommendations and program updates to the Board, facilitating conversations about organizational strategy and impact

Reviews/assesses grantmaking online platform

Represents NBF in the sector, making presentations, building relationships and promoting the work of the Foundation

Oversees Community Advisory and Grant Review committees

**Fund Development - 20%**

Oversees the grant-writing process (may include some grant-writing and/or supervising staff or consultant on developing grant proposals and reports)

Develops the fund development plan in partnership with grant-writing consultant and/or staff

Partners with the President to build relationships and a network of funders and supporters in service of the foundation’s goals

**Organizational Leadership - 15%**

Partners with the President and Senior staff to develop and implement the organizational strategies that are aligned with NBF’s vision and values

Participates in the budgeting and finance oversight process

Participates in the development of marketing and promotional materials as needed

Participates in fundraiser activities

**Required Skills and Experience**

- Experience with grantmaking, evaluating grant-making effectiveness, and an understanding of philanthropy and its role in advancing transformative change.
- Demonstrated ability to build authentic relationships and trust with community members
- Project management
- Strong organizational, facilitation, and problem-solving skills that facilitate thoughtful decision making and enable others to contribute to the overall success of the organization
- Excellent written and verbal communication skills and the ability to communicate in a range of settings
- Strategic planning
- Familiar with Google gSuite, Microsoft, and Asana
- High level of emotional intelligence, capacity for listening and self-reflection
- A good sense of humor

**Preferred Skills and Experience**

- Experience partnering with executive leadership and Board of Directors
Experience in progressive movement work either as a paid staff or volunteer
Experience in grant writing and editing
Experience in non-profit budgeting and financial management
Lived experience as an immigrant or refugee, impacted by incarceration or deportation, and/or survivor of violence
Strong familiarity with and relationships within the social justice philanthropic sector
Passion for storytelling, learning, and sharing lessons to disrupt traditional philanthropy
Familiarity with Donor Advised Funds

Travel & physical requirements:

- Must be able to work flexible hours
- Must be comfortable working a remote work environment
- Occasional travel to the Bay Area if not based there
- Able to work independently and as part of a team that supports NBF’s mission and diverse partners

New Breath Foundation is an equal opportunity employer. Women, people of color, LGBTQ individuals, formerly incarcerated individuals, and immigrants are strongly encouraged to apply. If you need assistance or an accommodation due to a disability, you may contact us at admin@new-breath.com or you may call us at (510) 560-6228.