

## POSITION DESCRIPTION

### Program Director, Immigrant Rights San Francisco, CA

#### ABOUT THE EVELYN AND WALTER HAAS, JR. FUND

Sixty-seven years ago, Evelyn and Walter A. Haas, Jr. started a family foundation as a way to give back to their community—the people of the San Francisco Bay Area. Today, their children and three of their grandchildren—Robert D. Haas, Betsy Haas Eisenhardt, Walter J. Haas, Elise K. Haas, Jesse Eisenhardt, and Walter A. Haas III—work with a diverse and committed staff team to carry on the founders' legacy. The Fund's mission is to advance equality and justice so every person has opportunities to thrive and to live life with dignity and hope.

The Haas, Jr. Fund has evolved from a locally-focused funder in the Bay Area to one that is recognized at the local, state, and national levels. Today, the Fund is broadening its commitment to helping people achieve their dreams by advancing immigrant rights and LGBT equality, promoting a fair and representative democracy, and ensuring that college is affordable for low-income students and families.

Rooted in the Bay Area, the Haas, Jr. Fund is guided by an enduring set of core values. These values reflect the founders' vision and shape everything we do.

**Inclusion:** We celebrate the rich differences in human identity and embrace the perspectives of all people.

**Respect:** We are guided by the wisdom and voices of people and communities working for change.

**Collaboration:** We believe in the transformative power of working together to advance a shared vision.

**Courage:** We take a stand to make a deep and lasting difference on urgent social issues.

The Haas, Jr. Fund, located in downtown San Francisco, has a full-time staff of about 20 professionals and assets of approximately \$400 million. It has awarded over \$600 million in grants since its founding. For more information, visit us online at [haasjr.org](http://haasjr.org).

#### ABOUT THE POSITION

##### Key Duties and Responsibilities

The Program Director for Immigrant Rights leads the Haas, Jr. Fund's efforts to secure equal rights and opportunities for immigrants, and ensure their ability to fully participate in the social, economic, and civic life of our communities and to positively shape the future of California and the nation.

After years of groundbreaking immigration policy advancements in California, the changing political climate requires a leader who can work creatively to respond to challenges and capitalize on opportunities in close partnership with

immigration movement leaders and other partners to advance inclusive values and policies. At this pivotal moment for immigrant rights, the Program Director will have an opportunity to build on the Haas, Jr. Fund's past accomplishments, reputation, and strengths to shape and implement a bold new vision for the program. This unique opportunity is suited for an ambitious leader who is willing to take risks, exhibits strategic agility, and thrives by continually learning from successes and setbacks.

The Program Director for Immigrant Rights reports to the Vice President of Programs and is responsible for:

#### *Strategic Grantmaking and Partnership*

- Provide strategic partnership and support to the immigrant rights movement at both the state and national levels as thought leader, alliance builder, strategist, and fundraiser.
- Direct the development and implementation of the Fund's Immigrant Rights priorities, identifying levers for impact, establishing goals and objectives, and directing grantmaking.
- Play an influential role beyond grantmaking by providing grantee partners, movement leaders, foundation representatives, and allies with strategic advising, resource connections, and additional supports.
- Collaborate with foundations and additional partners to develop initiatives, leverage resources, and engage in crossmovement efforts.
- Prepare grant and strategy recommendations, and educate the Board of Directors, staff, and other stakeholders on challenges and opportunities for advancing the immigrant rights movement.
- Manage the immigration grants portfolio, including due diligence, financial reviews, site visits, compliance with applicable rules and regulations, and evaluation.
- Supervise staff assigned to support and advance the Fund's immigration program by providing ongoing direction, coaching, and professional development support.

#### *Field Knowledge and External Relations*

- A high level of knowledge about current immigration policies, trends, and the immigration ecosystem.
- Provide an active leadership role in fundraising and attracting other funders to the immigrant rights field.
- Participate in the philanthropic sector and represent the Fund in public arenas and forums to advance the program strategy, including affinity groups and funder collaboratives.
- Help deepen partnerships with public, nonprofit and other sectors and leaders to advance mutual goals.

#### **Professional Qualifications and Personal Attributes**

##### *Experience and Perspective*

- Demonstrated track record of success moving a strategic policy or project initiative from vision to impact in partnership with community leaders.
- Direct experience in immigrant movements and ability to advance social change agendas.
- A deep understanding of the immigrant experience; appreciation of immigrants and their connections to other movements; and a track record of working with diverse immigrant and low-income communities, especially in California.
- Ten years or more experience demonstrating progressively greater leadership responsibility and impact.

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- Solid understanding of philanthropy and the role of foundations in the nonprofit sector, with substantial experience working in a nonprofit or similar environment, ideally with grantmaking experience.

##### *Essential Skills and Attributes*

- Embrace the Haas, Jr. Fund's mission and values, and professionally represent the Haas family.

- Excellent writing skills, including the ability to write clearly, succinctly, analytically, and persuasively in a jargon-free and inspiring way.
- Strong research and analysis skills. Ability to identify levers for change within complex systems (“see the forest for the trees”) and operate at a high conceptual level.
- Proficiency in maintaining high standards of integrity and confidentiality in all relationships with board members, staff, grantees, colleagues, grant applicants, and other audiences.
- Excellent public speaking skills and ability to engage different sectors and audiences such as board members, other foundations, public sector leaders, nonprofit and movement leaders, and immigrant communities.
- Humility, with an emphasis on getting the work done and leading from behind rather than getting credit.
- Exhibits significant cultural competence with awareness of the increasing complexities of race, ethnicity, gender, sexual identity and orientation.
- Effective adapting to change, working flexibly, and dealing with ambiguity.
- Comfortable working in a generative space, contributing ideas and creativity.
- Well organized with ability to multitask and move many projects forward simultaneously.

#### *Additional Desirable Attributes*

- A degree in a related field such as public policy, law, urban planning; or a commensurate level of experience.
- Compassion, a sense of humor and joy, and a commitment to doing the highest quality work.
- Creative and able to think about age old problems in new ways.
- Able to be an effective team member, contribute to the effectiveness of colleagues, and positively contribute to organizational culture.
- Fluency in a second language and experience living, studying, working or volunteering abroad.

#### **Compensation and Benefits**

The salary range for this position is competitive and commensurate with qualifications and experience. The Haas, Jr. Fund offers an excellent benefits package including generous medical, dental, and vision plans; paid time off and other paid leave policies; a substantial employer contribution to pension; transit subsidy; and volunteer and matching grant support.

#### **HOW TO APPLY**

To apply, email a cover letter, resume, and list of three references (candidates will be notified in advance of any outreach to your references) to Derek Tynes, Director of Talent and Culture at [Jobs@haasjr.org](mailto:Jobs@haasjr.org).

- Use the subject line: Program Director, Immigrant Rights.
- Submit Microsoft Word or PDF files only (one combined PDF file is preferred).
- Applications will be accepted on a rolling basis until the position is filled.