

## POSITION ANNOUNCEMENT

**POSITION TITLE**

**SENIOR ADVISOR**

**STATUS**

**FULL-TIME**

**LOCATION**

**NEW YORK, NY**

### WHO WE ARE

Rockefeller Philanthropy Advisors (RPA) is a nonprofit organization that currently advises on and manages more than \$200 million in annual giving by individuals, families, corporations, and major foundations. Continuing the Rockefeller family's legacy of thoughtful, effective philanthropy, RPA remains at the forefront of philanthropic growth and innovation, with a diverse team led by experienced grantmakers with significant depth of knowledge across the spectrum of issue areas.

The Art for Justice Fund (A4J) collaborative grantmaking program is a sponsored project of RPA. This is a five-year initiative spearheaded by philanthropist Agnes Gund and the Ford Foundation. A4J is chartered to fund significant and lasting reform in the criminal justice system. With only 5% of the world's population, the United States currently detains 25% of the world's incarcerated population, disproportionately representative of black and Latino men. The A4J program will fund non-partisan efforts to reduce incarceration rates by 20% in the 10-15 states that have the highest prisoner to general population ratios.

### WHO WE SEEK

We seek a highly organized, reliable, self-starter and doer with a passion for addressing inequities in the criminal justice system and a commitment to RPA's mission of making philanthropy more thoughtful, effective, and rewarding. The individual will have applied knowledge in criminal justice reform and/or a related field, and direct experience in both project and program management and donor relations. Candidates should be comfortable with strategy development and equally prepared to handle the "nuts and bolts" of program execution. Reporting to the Director of Sponsored Projects and Funds in New York, this individual will oversee all activities of the Fund and play an important coordinating role with designated Ford Foundation staff and the project's Governing Board. This individual will possess high emotional intelligence with the requisite skills to manage internal and external stakeholders and large partnerships with diverse constituents. Implicit in this function is an intense attention to detail. The role requires significant professional flexibility in managing a start-up initiative with high internal and external visibility.

### RESPONSIBILITIES

The Senior Advisor will maintain a focus to strengthen the impact of the project over its 5-year life, coordinate necessary programmatic and grantmaking resources and establish ongoing, significant donor

engagement. The successful candidate will be responsible for the day-to-day management of the initiative with specific duties that will include: facilitating Governing board activities and communications; acting as lead RPA liaison with the Ford Foundation program team; serving as the primary contact with project donors; and coordinating marketing and communications activities related to A4J. It is estimated that 45 percent of the Advisor's time will be devoted to internal project management, 35 percent to donor stewardship and 20 percent to speaking engagements and project promotion. The Senior Advisor will draw on existing internal RPA resources and specialized consulting support as needed, in carrying out these key functions:

### **Fund Governance and Oversight**

- + Facilitate communications and governance of the project's Governing Board
- + Lead preparation and distribution of docket and manage logistics for three Governing Board meetings annually
- + Collaborate with all internal and external providers of content for the docket and certify completeness prior to distribution
- + Work closely with RPA Finance team to manage grant outlays and project expense projections and to develop required financial reporting systems to the Ford Foundation and others
- + Coordinate with Ford Foundation program team to regularly measure progress toward goals and consistency with the approved strategy
- + Act as project liaison between the Ford Foundation and RPA communications teams to ensure that all stakeholders receive consistent, timely and relevant information
- + Anticipate challenges so they can be addressed in a responsible and timely fashion

### **Donor Development and Stewardship**

- + Identify key external partnerships that create donor awareness, receptivity and active participation in the Fund
- + Cultivate relationships with key influencers in the arts, rights, criminal justice and other relevant donor communities
- + Envision, set up and plan all details for customized events for potential donors
- + Manage and regularly report on the project's donor pipeline, tangible commitments, potential challenges and fulfilled obligations
- + Work closely with RPA and Ford Foundation communications teams in the development of external publications, newsletters and donor events
- + Provide content expertise in the co-development of publications and symposia about criminal justice reform
- + Participate or coordinate speaking engagements as directed by Governing Board, RPA leadership and/or Ford Foundation

### **Grant and Program Management**

- + Work closely with Ford program team to ensure that grant award and implementation efforts align with the approved program strategy
- + Administer, execute and monitor independent contractor, vendor and related agreements for the Project.

- + Liaise with RPA Advisory, Sponsored Projects, Finance and Grants Management teams to ensure seamless execution of program grants
- + Work with RPA Grants Administration team to design and implement reporting procedures for all awardees
- + Develop a protocol for monitoring grant award activities with Ford Foundation program staff and RPA Advisory staff to ensure effective implementation
- + Engage RPA Communications team, as appropriate, to chronicle the process and outcomes of the project for broader distribution
- + Provide guidance to grantees as needed on communication strategies that support the overall objectives of the Fund
- + Earn the trust of the grantees to learn of their successes as well as their challenges and serve as a troubleshooter where appropriate

### DESIRED QUALIFICATIONS

- + BA and advanced degree or equivalent required
- + A minimum of three years of demonstrated project management experience
- + Commitment to RPA's values of integrity, trust, diversity and quality
- + Exceptional relationship management skills, with demonstrated experience managing internal and external relationships
- + Minimum of five years' experience in criminal justice reform or related fields
- + Ability to manage multiple projects, set priorities, meet deadlines and accept new challenges
- + Ability and judgment to know when to lead from ahead and when to lead from behind in a supportive capacity Acumen that permits equal comfort leading or participating in organization initiatives
- + Experienced, creative and direct communicator

### BENEFITS

Rockefeller Philanthropy Advisors offers a competitive compensation and benefits package including health coverage, retirement benefits, paid vacation and holidays, tuition reimbursement and access to professional development resources.

### APPLICATION PROCESS

Applications, which will be reviewed as received, must include a cover letter describing your interest and qualifications, and your resume.

Please forward all applications and inquiries to: Paul Spivey, at Phillips Oppenheim, 360 Lexington Avenue, 21<sup>st</sup> Floor, New York, NY 10017. Email to: [RPA-DirectorAJF@PhillipsOppenheim.com](mailto:RPA-DirectorAJF@PhillipsOppenheim.com).

No telephone calls, please.

RPA will not be directly accepting any applications or inquiries.

*RPA is an equal opportunity employer.*