

NEW PLURALISTS

Program Manager

Remote

New Pluralists Collaborative is a cross-ideological funder and field collaborative catalyzing a culture of pluralism in America. We believe the promise of pluralism is core to America realizing our founding ideals of liberty, equality, and justice. When we're able to live among, work with, and care about people who are different from us - including across race and ethnicity, faith, geography, and political affiliation - and when we can navigate conflict well, we can strengthen our communities, and solve the challenges we face as citizens of a healthy and peaceful democracy.

The work of living up to our founding ideals has been unfinished, with hopeful steps forward alongside profound failures. We continue to grapple with conflicts that go back to our country's founding, and while facing massive social upheavals and division accelerated by the pandemic, digital technology, economic and demographic shifts, and climate change. We are growing increasingly segregated and polarized along class, racial, religious, and ideological lines, and we are losing trust in each other and in the promise of participatory democracy.

New Pluralists' North Star

If we do our work well, over time, we will catalyze a culture of belonging, one where we treat each other with curiosity, concern, and care across our differences, solve problems productively, and stand up for each other's dignity and wellbeing. More and more people will see themselves as part of America's story and journey from division into wholeness. We will see the ecosystem we've supported and nurtured is taking on a life of its own, where many types of organizations and communities adopt and adapt the best pluralistic practices to meet the needs of their different contexts. As a result, millions of Americans will have direct experiences and be the authors and agents of pluralism where they live, work, pray, and

Like the problem, the solutions are complex. Tackling the root causes of divisiveness requires structural changes, and also that we shift our hearts and minds. Culture shapes the way we treat each other, what we consider "normal" or acceptable, and how we make sense of our own experiences. It transcends politics and specific law. Research suggests that most Americans are exhausted with the current climate, and are hungry for different ways to come together, navigate conflicts both big and small, and solve problems.

New Pluralists is meeting that hunger by inviting us all to proactively build a different reality that reflects our country's founding commitment to equality, dignity, and justice. As a pooled fund, we are raising and investing \$100M to catalyze a cultural shift. We are strengthening an ecosystem of practitioners, storytellers, researchers, and innovators from across many different fields, sectors, and communities who share our vision. We use our voice, connect and invest resources in people and ideas that will enable millions of Americans to have the skills, incentives, and imagination to belong in a politically vibrant, multiracial, and multifaith democracy.

At this critical confluence of growth, community momentum, and team energy, the new Program Manager will bring deep experience in project management, strategic operations, grants information,



communications support, and administrative management. This Program Manager will function as the vital organizational lynchpin, coordinating efforts between the New Pluralists team, the Field Builder community, grantees, and the collaborative's fiscal sponsor (Rockefeller Philanthropy Advisors). In addition to providing day-to-day support to meet the organization's programming, grants administration, and operational needs, they will provide project management for collaborative projects as needs arise.

Ideal candidates will bring keen project management skills and find operational solutions that enable the team to be efficient, effective, lean and nimble as we shape and drive dynamic initiatives. Compelling candidates for this position must be highly motivated, solutions-oriented, capable of self-directed work, very detail-oriented, and able to work collaboratively across teams and organizations that represent a wide diversity of ideological, cultural, social, and political milieu. They must exhibit a strong sense of responsibility and enjoy working with multiple demands, shifting priorities, and ongoing change. While an understanding of grantmaking is helpful, formal experience in philanthropy is not required. In fact, it may be additive to the Collective's work for candidates to bring experience in different sectors and communities. Previous experience working in a complex organization or network is highly desired, as is the ability to hold space for others, and work in collaboration with a kaleidoscope of organizations, consultants, and leaders with different missions. The successful candidate will be a strong relationship builder. Excellent organizational and interpersonal skills are necessary. Strong verbal and written communications skills are absolute musts.

PROGRAM MANAGER

The Program Manager will help advance the New Pluralists collective to a next level of organizational coherence and performance by oversee all operational and administrative efforts. Reporting to the Executive Director and supporting the work of the two Strategy Directors and the Director of Storytelling, the ideal candidate will have a drive to learn and grow through work on a variety of tasks. You must be resourceful and able to handle multiple assignments simultaneously and meet deadlines. A collaborative nature, customer-service orientation, attention to details, and sound judgment are also important characteristics.

Core Responsibilities

Project Management

- Design and implement solutions that meet the team's ongoing project management needs across our varied grantmaking, storytelling, convening and network initiatives, including managing organizational contacts and calendars.
- Listen for and seek out ways the team can be more organized, coordinated, and effective in how we work together and execute our projects, including through technology solutions, combining our efforts, simplifying our tactics, and using our meetings better
- In partnership with the Strategy Directors, manage processes behind our grant initiatives, including: providing timely information to grantseekers, organizing grant materials, coordinating grant review and decision-making processes.



- Lead project planning and provide logistical leadership and support for New Pluralists convenings and virtual learning efforts. This includes the coordinating travel, venue and with vendors for in-person meetings, and ensuring the smooth operation of platforms and tools for virtual program delivery, learning facilitation, and knowledge capture and dissemination

Operational Management and Support

- Seek, design, manage systems that are easy to update and integrate into our work, including: CRM (contact and relationship management), grants tracking and management, software to manage projects and organize documents (e.g., Asana, Google Drive), and tracking learning over time
- Work collaboratively with colleagues across the team and Field Builder community to develop and support policies, procedures, technology solutions, etc. to advance overall impact and service delivery.
- Support budget tracking and development, in partnership with the Executive Director, Director of Ecosystem Strategy, Director of Culture Strategy, and Director of Storytelling.
- Liaise regularly with our fiscal sponsor (Rockefeller Philanthropy Advisors) to ensure their smooth delivery of budget and financial tracking, grant payments, etc.

Grant and Contract Management:

- Support Strategy Directors to make grants to organizations, including managing any additional correspondence with grantees regarding grant materials, reporting, and budget
- In partnership with Strategy Directors, keep a pulse on grantee learning, pivots to their plans, and shifts in their outcomes through calls and emails, seeking ways to remove barriers to their work
- With a strong customer experience orientation, support positive relationships with our potential and current grantees, funders, partners, and vendors across the duration of their grant and contract with us
- Support execution of contracts, in partnership with the New Pluralists team and our fiscal sponsor, and ensure timely payment
- Support the Executive Director to track and manage potential funders and donors, provide follow-up materials, and submit grant applications through grant portals. Track grant reporting requirements and deadlines, and ensure/facilitate the timely submission of grant reports through grant portals (with the Executive Director and Directors, as relevant)

Qualifications and Experiences of the Ideal Program Manager

- Strong project management skills, demonstrated through previous projects managing multiple internal and external stakeholders (e.g. working across organizations); experience in successfully working on multiple projects simultaneously.
- At least seven years of experience managing or leading operations or grants management work in a fast-paced environment with a diverse set of stakeholders in either nonprofit or private sector settings.
- A deep commitment to realizing the vision of a politically vibrant, multi-racial, multi-faith democracy; professional experience in advancing equity and inclusion, knowing that the seeds



of historical and current racial and social injustice in America were sown by slavery, displacement, and genocide.

- Demonstrated success in advancing diversity, equity, inclusion, belonging, and accessibility through operations and organizational process/policy development, balanced by the understanding that efficiency does not always equal equity, nor does bureaucracy mean power-sharing.
- Ability to work collaboratively, contribute productively to collective decisions, and execute in alignment with them.
- Proven embrace of and aptitude to create order and simplicity in the face of complexity and nuance
- A healthy dose of humility to know when to ask for help and engage others
- A keen sense of humor and curiosity
- Approaches challenges as opportunities, and proactively seeks solutions
- Proficiency in professional productivity suites (Office, Google, Zoom, etc.).
- Attention to detail, strong work ethic, and drive to learn.
- Excellent interpersonal, communication, and organizational skills.
- Experience supporting leaders of organizations meeting their strategic and developmental goals.
- Open to candidates from multidisciplinary backgrounds outside of philanthropy, private and public sectors.
- Ideally, experience having played a role (internal or external) that was critical to an organization's growth and/or increasing their impact and power.

Compensation and Benefits

The salary range for the Program Manager is \$80,000 - \$90,000. A robust benefits package is offered through the fiscal sponsor, Rockefeller Philanthropy Advisors, including medical, dental, retirement, etc.

How To Apply

Talent Citizen, a national executive search and consulting firm focused on the pursuit of positive social impact across sectors, is partnering with New Pluralists on this search. President Tracy Welsh and Senior Associate Connor Daley are leading this engagement. Additional questions and nominations should be directed to Connor (cdaley@talentcitizen.com).

Interested parties should please send an updated resume and how you learned of the position to NP-PM@talentcitizen.com.