



## **Job Description: JoCI Philanthropy Fellow**

### **ABOUT THE INITIATIVE**

The [Jews of Color Initiative](#) (JoCI) is a U.S.-based effort focused on building and advancing the professional, organizational, and communal field for Jews of Color. The Jews of Color Initiative formally launched in 2017 and continues to do groundbreaking work at the intersection of Jews of Color and Jewish Community.

The JoCI focuses on *grantmaking, research, and community education*. It hosts the nation's first-ever philanthropic and capacity-building fund expressly dedicated to responding to racial injustice through helping further establish, fortify and build out the field of support for Jews of Color.

### **ABOUT THE FELLOWSHIP**

Recognizing that philanthropy is the vital engine of the Jewish organizational ecosystem, the JoCI views the lack of diverse program staff at Jewish organizations and foundations as a clear gap in need of intervention. To address this issue, JoCI is launching a pilot program to recruit, train and create a diverse pipeline of new grantmakers of color at Jewish philanthropic foundations. This program seeks to equip Jewish leaders of color with relevant skills, knowledge, connections and experience to work in Jewish philanthropic roles and create a more racially equitable and representative Jewish communal ecosystem.

This program offers a unique opportunity to work within the JoCI and gain experience in the Jewish communal philanthropic ecosystem through a racial equity framework. This fellowship provides extensive training, professional development, a strong network, and access to view the world of grantmaking through the only national philanthropic fund laser-focused on Jews of Color.

This pilot cohort will include up to three Jewish leaders of color who have a desire to further their leadership skills in the philanthropic arena. The specific components of this 12-month fellowship include:

- **Experiential Learning:** Fellows will work with the JoCI grants team to learn how to advance racial equity in philanthropy by leveraging grantmaking, field-building, and other philanthropic tools. Fellows will receive rigorous training provided by the JoCI staff and Jewish philanthropy professionals, and participate in other sector-wide opportunities.
- **Grantmaking Experience:** As part of the program, Fellows will be responsible for creating and running their own grant round to support Jews of Color in the community.
- **Professional Development:** Fellows will be in a cohort together with the opportunity to receive coaching, refine their leadership and professional skills, and explore philanthropic areas of interest.
- **Network:** Fellows will engage with a wide variety of philanthropic leaders and colleagues through conferences, trainings, private meetings, and mentorship.

### **ABOUT THE POSITIONS**

The JoCI is seeking up to three Philanthropy Fellows who are passionate about philanthropy and the Jews of Color Initiative's mission. They will work with the Senior Program Officer and JoCI grantmaking team to implement grantmaking strategies that promote the mission, strategic objectives, and programs of the JoCI. The position is a temporary, 12-month Fellowship. We do not anticipate that Fellows will



have the opportunity to remain at the JoCI at the end of the one-year Fellowship. The Fellowship is classified as a non-exempt hourly role, 40 hours per week, and reports to the Senior Program Officer.

The Philanthropy Fellows will support **program development, review grant proposals and budgets, and manage assigned portfolios in JoCI's grants program.** These grants present investments in new and emerging efforts. The role will shepherd potential grantees through the grant inquiry and application process and manage all internal operations related to making and managing the grants. The Fellows will additionally be responsible for creating an RFP to address needs in the field as part of the program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The essential functions of this position include, but are not limited to, the following:**

#### *Leadership & Strategy Development*

- Support grants team in planning and implementing grant portfolio as assigned, and new grantmaking initiatives, as needed.
- Participate in planning activities related to JoCI's grant programs and strategy through collaborative discussions with other JoCI program and senior staff, including analyzing past funding history and scanning community needs to ensure that JoCI's focus is current and in line with communal needs.

#### *Grantee Partnership and Support*

- Potential Grantees
  - Coordinate with other JoCI staff in exploring new grantmaking opportunities.
  - Work with prospective grantees and provide personalized support and feedback as appropriate.
  - Review and analyze grant proposals and budgets and evaluate the feasibility and applicant's organizational capacity to achieve proposed objectives.
  - Conduct due diligence and manage compliance with deadlines and other grant application and reporting requirements.
  - Recommend grantee partners who exhibit effectiveness, internal capacity, and strategic skills by composing clear, concise and insightful written analyses (financial and narrative) for grants team to review.
  - Monitor grantee progress, including evaluation and review of progress in achieving key objectives, tracking updates and contingencies, and collecting final grant and expenditure reports, as needed.
  - Manage administrative elements of grants program as assigned to ensure efficient and effective grantmaking operations.
- Ongoing Grantees
  - Develop and maintain relationships with active grantees, offering support, coaching, and advising as appropriate.
  - Connect leaders to training, technical assistance, and capacity-building opportunities and providers, as relevant.
  - Support JoCI initiatives to convene grantees and others in the field to advance networking and learning opportunities.



### *Additional Responsibilities*

- Prepare and contribute to materials that communicate the alignment of grantee activities with JoCI's goals and strategies.
- Maintain working knowledge of other foundations, research, activities, and trends in issue areas addressed by grantees. This may include participating in philanthropic learning opportunities to inform JoCI's strategy.
- Work closely with existing and prospective community partners, leaders, and other funders to identify national needs and promote opportunities for grantmaking as they relate to JoCI's funding priorities.
- Assist in coordinating annual evaluation of all grants made.
- Assist in docket and grant summary preparation for the Grant Advisory Committee.
- Represent the JoCI at conferences and community meetings as needed.
- Conduct research projects as assigned.

### **REQUIRED QUALIFICATIONS AND EXPERIENCES**

The requirements listed below are representative of the knowledge, skills, and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Minimum Bachelor's Degree or significant demonstrable training in a specific content area with deployable conceptual training and framing skills.
- 3 - 7 years of professional experience, including passion for community-based grantmaking.
- Demonstrated dedication to JoCI's mission and values.
- Organized and self-directed with strong project management skills. This includes an ability to manage multiple projects simultaneously, set realistic goals and objectives, and be a strategic problem solver.
- Fluency-level skills and adaptive approach to technology, including Outlook, Google Drive, and Microsoft Office Suite. Salesforce experience is a plus!
- Positive past experiences that demonstrate the ability to thrive and navigate complex, multiracial environments.
- Ability to work effectively and diplomatically with all members of the Jews of Color Initiative community and network, including community leaders, clergy, funders, organizational leaders, and colleagues.

The ideal candidate will demonstrate the confident ability to:

- Hold and treat the JoCI's work with intentionality, care, and absolute discretion.
- Support all aspects of planning and implementing a fast-paced and growing national initiative, as needed.
- Work well in a fast-paced, relationship-driven culture that values creativity and iteration, and is comfortable with changing course and re-prioritizing as necessary.
- Thrive in a collaborative team environment and maintain a collegial spirit when sharing ideas and receiving constructive feedback.



- Hold diverse/complex/sometimes conflicting views about Jewish communal pain-points (ex. Israel and Palestine, is anti-Zionism anti-Semitism? Jews and Whiteness).
- Work in both in-person and virtual environments.
- Work efficiently across time zones. This position will regularly interface with colleagues across the U.S., and on occasion outside of the US as well.
- Work during infrequent evening and weekend hours as needed.

### COMPENSATION & BENEFITS

The JoCI Philanthropy Fellow roles are non-exempt, hourly positions with compensation of \$31.25 an hour, 40 hours a week (equivalent to \$65,000 annually) and comes with excellent benefits including health, dental, vision, 401k, commuter, and additional ancillary benefits.

### TYPICAL WORKING CONDITIONS

The JoCI Philanthropy Fellows will work inside an office environment (either remotely at home or in one of the JoCI regional offices in New York or Oakland for 2 days a week), as well as indoor and outdoor venues on occasion.

### ESSENTIAL PHYSICAL TASKS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Regular sitting, standing, typing, and repetitive computer use. Occasional walking, standing, climbing, stooping, bending, pushing, pulling, lifting, kneeling, and twisting. Frequently communicates with others and must be able to exchange accurate information.

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*We know that you may not have every skill listed above and encourage you to apply if: you meet the majority of required qualifications, are hard-working and self-starting, are ready to be on a fast-paced, agile, and quickly growing team, and think you would be a fit for this role with JoCI!*

### TO APPLY

- This application requires a resume with references and a brief video.
- Your **resume** should be no longer than two pages and should include at least two references.
- **Videos** should be no longer than two minutes and answer these questions:
  - What about this opportunity most interests you?
  - What qualifications do you hold that make you and this role are a great fit?
  - What relevant experience(s) do you have that ensure(s) you'll be successful as a JoCI Philanthropy Fellow?
- Videos can be sent as an MP4, MOV, or WMV file.
- The application deadline is **5pm PT on February 28, 2023**.
- **Please email your submissions to [gabi@jewsforcolorinitiative.org](mailto:gabi@jewsforcolorinitiative.org).**



Jews of Color Initiative

### **Equal Employment Opportunity**

The Jews of Color Initiative provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, alienage or citizenship status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status, status as a disabled or Vietnam era veteran, or any other protected characteristic as established by law. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.