



YOUTH ENGAGEMENT FUND

Position Announcement: Program Manager. Exempt Full-time.

Location: Remote with preference in YEF priority states of AZ, GA, and TX. Candidates in FL, NM, LA, and MS are encouraged to apply.

Who We Are: Led by young women of color movement organizers, the Youth Engagement Fund (YEF) is the only donor collaborative focused on deepening and expanding youth civic engagement led by and for young people of color. To this end, YEF aims to 1) increase funding support to strengthen and expand the ecosystem of youth of color led organizations advancing civic engagement efforts via state and national youth collaborations, focusing on organizations in the South and Southwest, 2) support state-based issue-based advocacy that fosters conditions for governing power led by and for young people of color, and their communities, and 3) direct its grants to organizations committed to amplifying the civic participation and voting agency of young people of color.

YEF centers young people of color 35 years old and under, and their communities, creating intentional pathways to dismantling structural racism and white supremacy, and engaging a new wave of politicized young people of color that expands the electorate and transforms American democracy. YEF's grantmaking principles lead through a philanthropic leadership model that: 1) demonstrates commitment to racial equity; 2) supports the advancement and power building of youth of color; 3) adds value to building local infrastructure in key geographic areas with the largest and growing numbers of communities of color including Arizona, Florida, Georgia, New Mexico, and Texas; and 4) inspires young people to become life-long civic participants and voters by expanding resources to the issues and efforts that are most important to them.

Since 2007, YEF has been investing in building a culture of full civic participation among voting-age young people to ensure that their perspectives, issues, and solutions are part of democratic governance. Bringing together diverse donors both institutional and individual, working across issues, and in varied regions, YEF enables collaborative grantmaking towards the common goals of a more reflective and inclusive democracy. Between 2007 and 2021, YEF provided nearly \$30 million to youth engagement organizations. By 2024, YEF aims to be granting \$10 million annually to its movement partners (grantees).

Position Summary: This position serves under the supervision and guidance of the Program Officer, focused on supporting the growth and expansion of YEF's programming including but not limited to youth state collaboratives, *Seeds of Power* cohort, Movement Partners Resource Hub, and grantmaking. The Program Manager will oversee YEF related engagement in the advancement and growth of youth state collaboratives, coordinate *Seeds of Power* cohort offerings, including acting as liaison to capacity building partners. This role will additionally support the development of new YEF programming, the planning and execution of YEF's grant docket, and assist the Program Officer with overall workplan implementation.

Core Responsibilities

- ***Programming and Capacity Building***
 - Oversee YEF movement partnership in youth state collaboratives.
 - Work with youth state collaboratives, local staff, leaders and consultants on developing and implementing programming.
 - Work with Program Officer and consultants to create materials and collateral for virtual and in person meetings, convenings, conferences, and briefings.
 - In collaboration with the Program Officer, manage YEF's *Seeds of Power* cohort offerings, track engagement, and movement partner communication.
 - Support Program Officer and organizational / capacity building partners in coordinating training and coaching offerings for *Seeds of Power* cohort.
 - Track and identify capacity building needs and opportunities from and for movement partners.
 - Manage and update Movement Partners Knowledge Hub on YEF website.
 - Work with Impact and Learning Analyst to track and collect capacity building data.
 - Support the development and implementation of new YEF programming and research.
- ***Movement Partner Support and Grant Making***
 - Support grant docket planning and execution.
 - Participate in the research and vetting of prospect movement partners.
 - Support ongoing communications with movement partners and other audiences, including supporting timely communications in advance of grant related timelines.
 - Support digital and in-person site visits and recurring calls with movement partners.
 - Maintain up to date movement partner profiles with support of Administrative Associate.
 - Support on youth civic engagement sector-related strategy conversations and initiatives.
- ***Organizational Management***
 - Lead regular reporting learnings and reflections from movement partners and the field, focusing on the South and Southwest, in partnership with the Program Officer and Impact and Learning Analyst.
 - Work with other YEF staff to maintain organizational-wide work plans and outcomes.
 - Contribute and participate in the implementation of YEF's strategic plan.

Skills and Qualifications

- Commitment to the Youth Engagement Fund's vision, including the practice of grants management as well as effective grantee engagement to advance our mission.
- Experience in social justice movements (youth and civic engagement / electoral preferred).
- Knowledge of race, class, gender lens and experience using it in verbal and written communications.
- Experience leading youth and/or people of color centered programs that include multiple affiliates/organizations, and rely on the participation of many.
- Excellent team building and facilitation skills.
- Ability to work independently and to work as part of a collaborative and highly relational team.

- Self-motivated and a team player.
- Ability to work in a shifting and dynamic sector.
- Experience with project management software is a plus (GSuite, Submittable, Zoom, AirTable, Microsoft office).
- Highly relational, positive and energetic outlook, strong interpersonal skills, and ability to effectively and professionally communicate with a diverse range of people.
- Experience in deep engagement with donors, philanthropic and organizational partners, and coalition work.
- A core strength in advanced listening, translation, and problem-solving skills.
- Proven ability to exercise sound judgment and work independently on complex initiatives.
- Ability to travel, including overnight. Travel is contingent upon following COVID-19 health protocols and advisories.

Compensation: Full-time exempt. Salary range is \$65,000 – \$75,000 commensurate with experience. A competitive benefits package includes health, dental, vision, and life insurance, a 401(k) retirement plan, paid holidays, and generous vacation and sick time. Opportunities for additional training and advancement are available.

To Apply Please send a cover letter (max 2 pages) and resume to admin@youthengagementfund.org with the subject line "PROGRAM MANAGER 2022 - FULL NAME." Applications will be reviewed on a rolling basis until the position is filled.

Equal Employment Opportunity: The Youth Engagement Fund is a fiscally sponsored project of NEO Philanthropy. NEO Philanthropy is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

The Youth Engagement Fund is committed to economic, racial and social justice. We aim to attract, develop and retain exceptional people, and to create a work environment that is dynamic, rewarding and that enables each of us to realize our potential. Women, people of color, LGBTQIA+ people, and members of other historically disenfranchised populations are strongly encouraged to apply.

www.youthengagementfund.org