GRANTMAKERS CONCERNED WITH IMMIGRANTS AND REFUGEES

PROGRAMS LEARNING MANAGER

THE ORGANIZATION

GCIR envisions a society in which everyone thrives no matter where they were born. To make that vision a reality, we galvanize philanthropy to advance immigrant justice and belonging. As the nation's only immigrant-focused philanthropy-mobilizing organization (PMO), we work with our more than 140 member institutions, the 1,200 individual grantmakers in our network, our partners in the field, and other philanthropic affinity groups to move money and power for immigrants, refugees, and asylum seekers.

Inside Philanthropy named GCIR the 2017 Funders' Affinity Group of the Year for the key role we played in coordinating funder pushback to anti-immigrant policies. Today, amid both continued challenges and significant opportunities for immigrants, refugees, and asylum seekers, we are building on our 32-year history to drive short- and long-term immigrant-related philanthropic investments and advance a vision for a just, equitable, and inclusive society for all.

The GCIR staff comes from all walks of life, many of us with immigrant and refugee backgrounds and some of us with non-traditional career paths. We have an office in the San Francisco Bay Area and remote staff in Washington, Chicago, New York, Boston, and the Washington, D.C. metro area. GCIR members are local, state, regional, and national foundations who transcend issue area, geographic region, and strategy. For more information, visit www.gcir.org.

DUTIES & RESPONSIBILITIES

The Programs Learning Manager plays a critical role in advancing a culture of learning and supporting the Programs Team's efforts to adapt programs accordingly. The full-time, exempt position reports to the Vice President of Programs and interfaces regularly with the Programs Team. Specific duties and responsibilities will include the following:

Programs Learning (~60%)

- Provide leadership in our program evaluation and learning work grounded in GCIR's vision, values, and theory of change in order to ensure continuous feedback, learning, and timely use of this information to adapt GCIR's strategies and tactics. Programs include webinars, peer groups, grantmaking funds, information resource generation, and other related projects.
- Design innovative measurement strategies for qualitative information and other hard-to-quantify concepts

- Balance evaluation of quantitative and qualitative information in a manner that enables GCIR to support and amplify the priorities of the immigrant and refugee justice field for philanthropic stakeholders
- Track relevant information on programmatic outcomes and project milestones, producing reporting as needed
- Make recommendations on adjustments in programs, grantmaking, and special projects, based on lessons learned from analyzing data points
- Develop and oversee a learning framework and related processes in coordination with the Vice President of Programs, including updating the framework at regular intervals to reflect new priorities or areas of work
- Communicate with funders and field leaders as needed, including seeking feedback and synthesizing lessons learned
- Working closely with the development team to ensure information is available for reports and proposals
- Contribute to a culture of learning, adaptation, and well-being

Information Resources (~25%)

- Support the Programs Team in the development of information resources for members, other funders, and external stakeholders
- Monitor immigration news, policies, trends, and statistics and prepare concise updates for funders
- Compile, analyze, and summarize data from the field to identify funding needs and gaps
- Assist with developing information resources for funders, including presentations, fact sheets, infographics, issue briefs, and funding recommendations, based on secondary research and other existing sources

Organizational Learning (~10%)

- Support organization-wide evaluation and learning with respect to communications, membership cultivation, and knowledge management grounded in GCIR's vision, values, and theory of change

Additional Responsibilities (~5%)

- Assist with Programs Team needs/projects as they arise
- Assist with general organizational needs/projects as they arise

THE IDEAL CANDIDATE

Required Skills and Experience

- A minimum of 7-9 years of experience in supporting learning, reflection, and adaptation – preferably in the immigrant or refugee justice movement, a social justice organization, or philanthropic mobilizing organization
- Proficiency in qualitative and quantitative data collection and evaluation methods to generate strategic programmatic approaches
- Familiarity with quantitative and qualitative approaches, such as surveys, focus groups, or participatory research, and optimizing data collection through Salesforce or other platforms, etc.
- Ability to communicate with wide range of audiences, and present data, including abstract concepts, clearly and concisely in an engaging way
- Agility and ability to quickly course correct in changing and complicated political environments and communities
- Ability to effectively resolve problems and exercise informed judgment that balances multiple needs, priorities, and interests
- Openness to both giving and receiving feedback from colleagues and to being part of collaborative and iterative processes

Preferred Skills and Experience

- A bachelor's degree in a relevant field is preferred but not required for candidates with desired evaluation experience
- Familiarity and comfort with the unique dynamics in philanthropy, and an understanding of how GCIR's intermediary role can create opportunities to advance a progressive agenda in the sector
- Commitment to working collaboratively with GCIR staff, partner organizations, funders, and other stakeholders
- Commitment to social justice issues, including immigrant and refugee justice
- Familiarity with Salesforce or similar database for tracking data points
- Familiarity with grant application and reporting processes
- Experience working with a remote supervisor
- A natural sense of curiosity, good sense of humor, desire to work as part of a dynamic team, and ability to thrive in a fast-paced, ever-shifting environment

LOCATION

GCIR is a virtual organization with team members across the country. While the majority of the staff operate in the San Francisco Bay Area region, we also have staff members who work in other parts of the country. Candidates based in locations across the United States are invited to apply.

COMPENSATION AND BENEFITS

The salary range is $80,000 to $95,000, based on experience, as well as level of education and training. GCIR offers a competitive salary and an excellent benefits package, including employer-paid health insurance, 401(k) contribution, generous vacation, mental health days, and sick time, one week off between Christmas and New Year's Day, support for professional development, and an employee matching-gifts program.

TO BE CONSIDERED

GCIR is committed to building and retaining a talented, diverse, and inclusive team. Our team members represent diverse backgrounds, bring a wide range of educational, professional, and lived experiences, and contribute expertise from varied disciplines within the philanthropic, nonprofit, public, and corporate sectors. We welcome candidates of all races, ethnicities, nationalities, religions, abilities, sexual orientations, and gender identities and expressions. We strongly encourage people of color, women, LGBTQIA+ individuals, those from immigrant and refugee backgrounds, differently-abled people, formerly incarcerated people, and people of any and all historically marginalized identities to apply. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.

Please submit a cover letter and resume to jobs@gcir.org with "Programs Learning Manager" in the subject line. For priority consideration, candidates are encouraged to submit materials by August 15, 2022. In your cover letter, please indicate why you are interested in this role and how your experience and skills are relevant. No phone calls or email inquiries, please.