



CALIFORNIA PROGRAM MANAGER

Grantmakers Concerned with Immigrants and Refugees (GCIR) seeks a full-time California program manager to join a dynamic team working to inform, connect, and catalyze philanthropic foundations across California and the United States. The ideal candidate will have experience in the nonprofit and/or philanthropic sector; knowledge of a wide range of issues relating to immigration, immigrant integration, equity, and justice; and exceptional interpersonal skills.

ORGANIZATIONAL OVERVIEW

Founded in 1990, GCIR works with member foundations and the broader philanthropic community to uplift the contributions and address the needs of growing and increasingly diverse immigrant and refugee populations across the United States. In so doing, we seek to promote effective grantmaking that not only improves the lives of newcomers but also strengthens local communities.

Each year, GCIR helps hundreds of funders connect with grantmaking colleagues, build new skills, increase their knowledge, share best practices, and develop effective funding strategies that advance diverse funding priorities through:

- A diverse slate of regional and national programming
- Practical research reports, funding recommendations, fact sheets, and other informational materials
- Training, technical assistance, and individualized consultation.

GCIR also creates opportunities for our members to engage with one another on shared funding interests. To learn more, visit www.gcir.org.

POSITION OVERVIEW

As lead staff person for the state, the California program manager directs the [California Immigrant Integration Initiative](#) (CIII), which informs and engages local, regional, and statewide funders to respond to immediate needs facing immigrant and refugee communities and promote their long-term integration. The California program manager also manages special initiatives such as the California Census 2020 Statewide Funders Initiative, organizes programs,

develops information resources, and provides consultation and technical assistance. This position works in partnership with regional associations of grantmakers, clusters of foundations, and individual foundations. Reporting to the president, this position works closely with other members of the GCIR team and supervises the California program associate and the membership and administrative associate. The position can be based in either greater Los Angeles or the San Francisco Bay Area.

DUTIES & RESPONSIBILITIES

- California Immigrant Integration Initiative (CIII)
 - Guide, manage and monitor CIII annual strategic plan
 - Plan, implement, and evaluate quarterly meetings
 - Coordinate and support existing member working groups, e.g., legal services
 - Cultivate and maintain relationships with funders, grantee organizations, government officials, philanthropy-supporting organizations, and other allies
 - Keep members updated through the listserv and other vehicles
 - Convene special meetings, learning tours, learning labs, and other programs to meet the needs and interests of California philanthropy

- Census 2020
 - Manage the California Census 2020 Statewide Funders Initiative focused on ensuring a fair and accurate count of hard-to-count communities in California
 - Ensure the development and implementation of coordinated and aligned funding strategies in priority regions of the state
 - Plan, implement, and follow up on monthly meetings as well as subgroup meetings
 - Cultivate and maintain relationships with government officials, philanthropy-supporting organizations, and other allies
 - Keep Initiative members updated through the listserv and other vehicles

- Consultation and Technical Assistance
 - Respond to information requests from California funders
 - Provide consultation and technical assistance to funders on short- and long-term grantmaking strategies

- Membership, Fundraising, and Administration
 - Contribute to membership cultivation, recruitment, and retention
 - Help maintain an updated database
 - Write and edit proposals and reports pertaining to California efforts
 - Supervise the California program associate and the membership and administrative associate position

- Oversee the work of consultant(s)

QUALIFICATIONS & SKILLS

- Minimum of a bachelor's degree required; a master's degree in a relevant field preferred
- At least 8 - 10 years of experience working in a social justice organization, policy or advocacy group, foundation, and/or philanthropy-supporting organization, with strong preference for California-specific experience
- Exceptional interpersonal and diplomacy skills—and proven ability to build and maintain professional relationships
- Ability to gather, distill, synthesize, and organize vast amounts of information into concise summaries
- Excellent writing, editing, and communication skills
- Keen attention to detail
- High level of ethics, commitment to quality, and ability to work independently and confidently to meet competing deadlines
- Ability to apply common sense and exercise sound judgment in problem solving, yet pursue creative approaches
- 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 environment
- At least two years of supervisory experience
- Ability to travel throughout the state of California at least 10-12 times per year

COMPENSATION

Salary is commensurate with experience. GCIR offers a competitive benefits package including employer-paid health insurance.

APPLICATION PROCESS

Please email a letter of interest along with a resume and writing sample to Harmony Hayes at harmony@gcir.org. This position will remain open until the right candidate has been identified. No phone calls but email inquiries in advance of applying are welcome.

GCIR is committed to diversity and is an Equal Opportunity Employer. Women, people of color, and those from immigrant backgrounds are strongly encouraged to apply.