

GoodCitizen

Waverley Street Foundation
Program Associate
Location: San Francisco, CA

ABOUT WAVERLEY STREET FOUNDATION

Waverley Street Foundation (WSF) builds and supports solutions at the intersection of climate change and community priorities, focusing on efforts and initiatives that draw connections between urgent local and community-based issues—including housing, transportation, food security, regenerative agriculture, and more—and the health of our planet. The Foundation is especially eager to partner with communities that are already enduring severe impacts of climate change and that deserve a central place in solutions. WSF prioritizes representation, diversity, equity, and inclusion in all facets of its work.

Unlike most philanthropies, WSF will spend down its assets—approximately \$3 billion—over the next nine years, a decision that empowers it to support not only sensible and pragmatic solutions but also daring bets and breakthroughs that can alter the trajectory of the climate crisis and unlock a new and better future for humanity.

WSF strives to do things differently and be entrepreneurial and innovative in their grantmaking approach. As they take on the task of addressing global climate change, they are adopting a campaign mindset where they look to empower people and communities to ensure that their governments adopt and implement climate friendly policies. Starting with some of the highest emitting nations in the Global South, the goal is to demonstrate the collective will of humanity to reside on a livable planet, and to develop momentum for climate improvements that results in a global transition to clean energy sources and sustainable living. WSF works in deep collaboration with field experts and advisors, as it is essential that the Foundation's strategy is developed not in conference rooms but out in the world, informed by the lived experiences and innovative ideas of the people most directly impacted by the problems the foundation seeks to address. Specifically, WSF convenes community experts from a variety of disciplines to understand their experiences, and help realize their solutions.

To execute against their ambitious goals, WSF is adding Program Associates to support their work.

THE OPPORTUNITY: PROGRAM ASSOCIATE

Waverley Street Foundation is a new and growing organization. They are adding Program Associates to the team who will be instrumental in the implementation of grantmaking initiatives across a wide range of climate solutions.

Reporting to the Head of Programs, the Program Associates will work across the organization and particularly closely with other program staff to ensure all grantmaking activities and projects run smoothly and meet expected deadlines.

Their responsibilities encompass a range of tasks, from conducting diligence on potential grants to contributing to strategic conversations around protocols and procedures. Program Associates play an important project and knowledge management role to support the team and ease the

implementation of grantmaking.

YOUR MISSION

Administration

- Manage email inquiries and other general correspondence.
- Maintain program files, documents, and contracts.
- Coordinate logistics for meetings and special events.
- Hold meeting notes, to-do lists, tasks, and action items to ensure team projects run smoothly.
- Contribute to conversations around protocols, and operational best practices around grantmaking.

Programmatic Due Diligence

- Maintain positive and productive partner and grantee relationships with a wide range of organizations and individuals.
- Evaluate partner and grantee organizations in partnership with Senior Program Officers and Program Officers.
- Engage in ongoing research and analysis to develop grant recommendations to achieve program objectives.
- Gather and analyze monitoring and evaluation data that will inform program impacts, gaps, and challenges in the program's strategy.

Communications

- Assist in the preparation of content for website and social media.
- Support Senior Program Officers in drafting grant memos, proposal packages, and pipeline information.
- Draft key communications for donors, stakeholders, and team members.
- Assist in the preparation of content for website and social media.

EXPERIENCE YOU BRING

Waverley Street Foundation seeks candidates who embody an exceptional work ethic, showcasing prowess in managing competing priorities and a readiness to dive into challenges. Success in this role hinges on nimbleness and adaptability. Program Associates are recognized for their organizational acumen, confidence, intelligence, and high productivity levels. Thriving in fast-paced startup environments, they excel where standards are elevated, and tasks are expected to be completed promptly, efficiently, and accurately.

Program Associates excel in communication, demonstrating a keen eye for detail and an ability to write swiftly and with precision. Distilling complex material into relatable and digestible content is imperative, while reflecting the complexity and depth of the issues at hand. As strong writers and editors, Program Associates play a pivotal role in producing quality content. Familiarity with global development and global climate movements brings valuable context to this role.

In addition to their outstanding communication skills, Program Associates are adept in data analysis. A background in due diligence is instrumental, ensuring a thorough understanding of potential grants. Research proficiency is a key asset, allowing them to conduct in-depth analyses and contribute valuable insights to the decision-making process.

Program Associates are excellent teammates who can communicate internally and externally; they are skilled working across cultures and geographies and communicate effectively with diverse audiences and across countries in an e-office environment. As collaborative team players, they excel in building relationships both internally and externally and possess the skills to navigate complex organizational and workplace dynamics.

Relevant qualifications include:

- 2-3 years in philanthropy, grantmaking, or a related field in a project management or admin heavy role.
- Exceptional writing, editing, and content creation skills.
- Demonstrated ability to synthesize information and distill complex ideas into clear, concise, and actionable forms.
- Detailed, organized, and effective multi-tasker with an ability to follow instructions.
- Strong due diligence, research, and data management skills.
- Proven track record within complex, multi-stakeholder projects/organizations.
- Skilled at building strong relationships and cultivating diverse networks.
- Excellent proficiency in Google Suite and CRM systems, coupled with a willingness to learn new applications and technologies.

KEY ATTRIBUTES FOR SUCCESS AT WSF

- Passionate about advancing equitable and transformative solutions to the climate crisis and to communities.
- Adaptable to changing needs of a small organization and accountable for deliverables.
- Familiarity and passion for the global and national climate movements and an ability to work across cultures and geographies. Experience in the global south is an asset.
- Humble and open to differing views and perspectives.
- Intellectually curious, eagerness to stay current on news, research, and trends in their field.
- Able to break down barriers to getting things done, while always operating with unassailable integrity.
- Willingness to pitch in where and when needed.
- Low drama, good humor, and joie de vivre.

COMPENSATION

Salary: This position offers a salary range of \$75,000 - \$90,000. The exact offer will be determined by a variety of factors such as the candidate's individual skills, qualifications, and experience relative to the requirements of the role.

Benefits: In addition to salary, this position includes a comprehensive benefits package that includes health, dental, and vision insurance, 401(k) plan with employer match, paid time off, and other perks.

Location: This is a hybrid role based in San Francisco, with an expectation of working in-office three days per week.

TO APPLY

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the "Become a Candidate" button. Letters may be addressed to Jailan Adly.

Applicants applying by February 19 will be given priority consideration, with the position open until filled.

GoodCitizen has been exclusively retained by Waverley Street Foundation to lead this search. For questions, please contact:

Jailan Adly
Managing Director
jailan@goodcitizen.com

Celene Haque Tanner
Engagement Manager
Celene@goodcitizen.com

Keristian Farra
Associate
keristian@goodcitizen.com