About the Howard Gilman Foundation:

The Howard Gilman Foundation is a private foundation that supports the performing arts in the five boroughs of New York City. Our team-based, holistic approach focuses on acknowledging, studying, and empathizing with the unique complexities and needs of non-profit performing arts organizations. This approach is informed by the Foundation’s core values, which include respect for, and trust in, our applicants and grantees. With an annual grantmaking budget of $32 million, the Foundation is one of the largest private funders of New York City’s arts sector. Grantmaking dollars are primarily focused on general operating support, with additional investments in organizational financial stability.

The Foundation is now seeking a Program Officer to work with its current eight-person team.

Qualifications:

- Substantive knowledge of the performing arts ecosystem, and issues related to the performing arts in New York City
- Considerable understanding of issues related to non-profit management
- Exceptional organizational skills and the ability to manage multiple projects simultaneously
- Professionalism, discretion, diplomacy, flexibility, and a good sense of humor
- Knowledge of and experience with racial equity practices, and the implications of that work in philanthropy and/or the performing arts
- Strong oral and written communications skills
- The ability to plan ahead and to manage both the expected and the unexpected
- Strong, empathetic listening skills
- The desire to work collaboratively in a team-based environment
- The capacity to think creatively and the courage to express strong, vital opinions

Special consideration will be given to candidates who:

- are trained or directly engaged in one or more performing arts disciplines, either as an artist or an arts administrator; and/or
- have experience working at a local arts council, service organization for the performing arts, or a not-for-profit performing arts organization; and/or
- are fluent in Spanish, as many Gilman grantees produce work in Spanish.

Specific duties include:

- reviewing and assessing grant proposals, including engaging in dialogue with prospective grantees;
- attending and evaluating live and digital performances of applicants and grantees;
- recommending funding by providing critical analysis of the financial, artistic, and administrative strengths, weaknesses, and risks of current grantees and new applicants;
- managing ongoing relationships with grantees;
• providing the Foundation’s Board with information and analysis on grantmaking recommendations and field-wide issues at quarterly Board meetings;
• working collaboratively with staff to design, develop, and refine Foundation’s goals, as well as shape additional grantmaking programs;
• participating in and contributing to trainings, conversations, and strategies related to racial equity in the performing arts and philanthropy; and
• engaging with peers in the field, including networks of funders, to implement and execute strategic partnerships.

The Howard Gilman Foundation is firmly committed to continuing to build a team with a wide range of perspectives. The Foundation strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ candidates, and does not discriminate based on race, ethnicity, religion, national origin, ancestry, gender, sexual orientation, gender identity, gender expression, age, marital status, status as a veteran, status as an individual with a disability, or any statuses protected by law.

Location and Hybrid Work Model:

The Howard Gilman Foundation is located in New York City, and Program Officers are expected to attend performances throughout the five boroughs, often in the evening, as COVID protocols permit. The Foundation uses a hybrid work model in which regular in-person work days are paired with remote work days. On average, this Program Officer will be expected to work three days a week based at the Foundation’s midtown Manhattan office, as COVID protocols permit, and up to two days from home. The Foundation understands and respects the need for scheduling flexibility.

Compensation:

This is a full-time, exempt position. Minimum salary is $100,000, and the salary range is commensurate with experience. Excellent benefits, including a 403b plan with a 10% Foundation contribution.

To Apply:

Send resume and cover letter to jobs@howardgilmanfoundation.org. Application deadline is Monday, March 7, 2022. The Foundation hopes to welcome our new Program Officer to the team by no later than June 2022. The position will remain open until filled, with candidate review beginning in mid-March.