



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 understanding the unique complexities and needs of non-profit performing arts organizations. This approach is informed by the Foundation's core values, which include a deep respect and trust in our applicants and grantees. With an annual grantmaking budget of \$37 million, the Foundation is one of the largest funders of New York City's performing arts sector. Grantmaking dollars are primarily focused on general operating support, with additional investments in organizational financial stability.

We are now seeking a **Program Officer** to join our nine-person team. Priority will be given to candidates with a meaningful connection to New York City. This position reports to the President/CEO of the Foundation and is an integral member of the Programs 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 not-for-profit management;
- The ability and desire to work collaboratively in a team-based, consensus-driven environment;
- Deep knowledge of and experience with racial equity practices, and the implications of that work in philanthropy and/or the performing arts;
- Exceptional organizational skills including the ability to handle multiple projects simultaneously, and to manage both the expected and the unexpected;
- Professionalism, discretion, diplomacy, flexibility, and a good sense of humor;
- Superb oral and written communications skills;
- Strong, empathetic listening skills; and
- 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, arts administrator, or other cultural worker; 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 substantive dialogue with prospective grantees;
- attending programming offered by applicants and grantees and providing written internal performance evaluations;
- recommending funding by providing critical analysis of the financial, artistic, and administrative strengths, opportunities, and challenges of current grantees and new applicants;

- managing ongoing relationships with a portfolio of 50-60 grantees;
- providing information and analysis on grantmaking recommendations and field-wide issues at quarterly Board of Trustees meetings;
- working collaboratively with the entire 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 equity and other pressing issues 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 fully committed to continuing to build a team with a wide range of perspectives. The Foundation strongly encourages applications from people of color, people 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 other statutes protected by law.

Location and Hybrid Work Model:

The Foundation uses a hybrid work model. All staff work a minimum of two days a week (currently Tuesdays and Thursdays) at the Foundation's midtown Manhattan office, and two to three days from home. In addition, the Foundation's Program Officers are required as part of their job responsibilities to attend performances throughout the five boroughs, often in the evening and on occasional weekends. The Foundation understands and respects the need for scheduling flexibility.

Compensation:

This is a full-time, exempt position. Salary range is \$125,000 to \$140,000. Excellent benefits package includes a 403b plan with a Foundation contribution of 10% of annual salary.

To Apply:

Send resume and cover letter to jobs@howardgilmanfoundation.org. Application deadline is Monday, May 4th, 2026. The Foundation hopes to welcome our new Program Officer to the team by mid-September 2026.