

**NVF Project Name:** Media Democracy Fund

**Position:** Program Manager reports to MDF Deputy Director

**Location:** United States. East Coast US residency preferred.

**Status:** Exempt, full time

## Position Summary

In 2015, MDF entered into a new collaboration with the Open Technology Fund (OTF) to support open source technologies for secure and private communications. OTF is a global internet freedom technology incubator for tools and projects supporting free expression, human rights, and social justice worldwide. Media Democracy Fund (MDF) seeks a skilled manager and strategic thought partner experienced with solving Internet freedom, digital and human rights challenges to fulfill its OTF Program Manager position. A new position, the Program Manager is responsible for management of OTF grants, contracts and fundraising operations within MDF, and for serving as the liaison between all OTF partners including Radio Free Asia (RFA). This position will help to administer and manage the aspect of OTF's work supported by private funders including foundations, companies, and individual donors. This is a full time position with occasional travel. East Coast US residency preferred.

## Key Responsibilities

### Fundraising Management and Support

- Provide support to MDF's Founding Director and MDF Deputy Director with regard to OTF fundraising, including but not limited to:
  - Prospect and funder tracking;
  - Management of follow up; and,
  - Proposal writing and preparation of promotional materials.
  - As needed or requested, represent the work of MDF-OTF to funding partners and prospects

### MDF's OTF Liaison

- Serve as the primary MDF liaison with the other OTF team members, key RFA staff, and the OTF advisory council;
- Manage communications and meetings between OTF partners, including agenda development and project management;
- As requested, attend, co-plan, manage team meetings, retreats, of the OTF team;
- Maintain files, documents, and shared communications systems in partnership with OTF; and,
- Fulfill other duties as requested by the MDF Deputy Director, MDF Founding Director, and OTF Principal Director.

## Grants and Contract Management

- Design and manage OTF-MDF strategy, informed by field analysis.
- Conduct due diligence and oversight on OTF grants and contracts;
- Manage grants and contracts issued by MDF-OTF, including grant and contractor oversight and reporting;
- Present grant and contract recommendations as needed to the OTF team: including the OTF Principal Director, MDF Founding Director or Deputy Director, OTF Advisory Council, and MDF steering committee;
- Prepare grantee and contractor summaries, materials, and recommendations to the above as needed;
- Communicate grantmaking and contract decisions to grantees/contractors and on the project's designated communications platform(s)
- Supervise and evaluate program consultants engaged to support the project's work;
- Monitor grantees and contractors regularly and provide updates on grantee/contractor performance, activities, needs and opportunities; and,
- Develop and organize the OTF-MDF grantee and contractor portfolio dashboard;
  - Write reviews as assigned and contribute during all team proposal review sessions.

## Program Related Tracking and Reporting

- Distill and share program related information in a clear and compelling manner; and,
- Provide program related updates and new content for communications platforms and development materials.

*This job description will evolve over time and is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties of similar complexity*

## Required skills and qualifications

- Bachelor's degree required. Minimum of 5-7 years experience in program management or administration;
- Proven ability to think analytically, strategically and with agility to translate ideas and insights into action through coherent and viable program work;
- Extensive experience managing a collection of multiple independent projects;
- Demonstrated organizational skills, and the ability to manage multiple tasks simultaneously, while meeting deadlines;
- Experience working with a range of individuals in nonprofit organizations, government, foundations, and private sectors;
- Sophisticated knowledge and use of technology and varying digital platforms;
- Facility and working knowledge of a range of communications platforms including Slack, and Google Apps;
- Ability to comfortably assess the need for, and use digital security tools including Signal, Tor, GPG, Jitsi, 2FA, Jitsi etc.

- Commitment to the MDF and OTF's mission, vision, core values, theory of change, and unique positioning in the field;
- Demonstrated experience working effectively as part of a team and with colleagues of diverse backgrounds and perspectives;
- Proven self-starter, organizer and evaluator;
- Excellent oral presentation, writing, and interpersonal skills;
- Fluent in English.

### **Preferred skills and qualifications**

- Grant making experience;
- Experience advocating for startups and innovation;
- Facility and working knowledge of secure communications protocols;
- Strong facilitation skills – the ability to listen and learn from diverse perspectives;
- Experience with program evaluation;
- Strong time management proficiency;
- Personable, with clear integrity and capacity for self-reflection and constructive evaluation;
- Proficiency or better in one or more languages other than English, such as Spanish, Arabic, Farsi, Chinese, Russian, and/or French.

### **How to Apply**

All inquiries and interests regarding this position should be directed to Amber French at [jobs@mediademocracyfund.org](mailto:jobs@mediademocracyfund.org). Please send a cover letter summarizing your qualifications for MDF's Program Manager position and minimum compensation requirements. Include your resume or curriculum vitae.

### **About Media Democracy Fund**

The Media Democracy Fund (MDF) works with foundations, companies, philanthropic advisors, and individual donors to award grants that protect the public's rights in a digital age. MDF's deep expertise in media and technology and our partnerships with public interest and civil society organizations around the world enable us to guide our funding partners through a rapidly changing set of issues and develop strategies that support equity in the digital age.

Media Democracy Fund is a project of the New Venture Fund, a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. The New Venture Fund is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The New Venture Fund's work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.