

Program Officer Position

Amended March 2019

NVF Project Name: Media Democracy Fund

Position: Program Officer reports to the Program Director

Location: East Coast US

Status: Exempt, 1.0 FTE

Salary: Commensurate with experience

Position Summary

The Media Democracy Fund (MDF) seeks a skilled manager and strategic thought partner experienced with communications and internet rights, technology policy, and development to fulfill its Program Officer position. The Program Officer is responsible for oversight and management of MDF's grantmaking and contracts program, including grantee and contractor due diligence, grant and contract review, and annual docket development. This position will help design and administer MDF's robust work with the field, which has a strategic focus on an open, secure and equitable internet through the effective use of research, communications, organizing, litigation, and policy advocacy. The Program Officer works collaboratively with the MDF team, managing the organization's portfolio, distilling and reporting on key issues and strategies, and actively engaging with field leaders, funding partners, and issue-aligned supporters. The Program Officer must maintain an objective approach to the work and the varying strategies supported. This is a full time (1.0 FTE) position with travel required. MDF staff work remotely from several East coast cities.

While specific project assignments are subject to change at any time, MDF anticipates that, in 2019, the program officer position will work across MDF three priority areas (open, secure and equitable internet), while also supporting emergent initiatives, such as Platform Accountability and/or the Unicorn Fund. MDF is a rapidly growing and evolving organization; the portfolio management responsibilities for this position are subject to change.

Essential Responsibilities and Tasks

Grant-Making & Grantee Stewardship and Cultivation

- With the Program Director, manage the development of strategies and initiatives within the framework of MDF's strategic plan, including preparation of written strategy documents as needed or requested
- Develop and organize MDF's grantee and contractor portfolio
- Monitor grantees and contractors regularly and provide updates on performance, activities, needs and opportunities
- Identify potential new investments for the project
- Develop and manage the project's request for proposals
- Review and respond to proposals
- Prepare and present written grant and contract recommendations to the Executive Director, Program Director and the project and NVF Board approved steering committee reflecting the varying strategies supported by the MDF project
- In collaboration with the MDF team, prepare the annual docket book with grantee and contract summaries, materials, and recommendations to the NVF Board approved steering committee
- Communicate grantmaking and contract decisions to recipients and via the project's designated communications platform(s) as needed
- Evaluate and report on portfolio performance and strategic recommendations to enhance the project's impact
- Maintain close working relationships with grantees and contractors to support impact goals
- Conduct status briefings with all grantees in portfolio

Field Tracking

- Maintain a comprehensive understanding of the communications rights & technology landscape and the need to support diverse strategies
- Supervise and evaluate program consultants engaged to support the project's work
- Meet with field leaders regularly

Program-Related Reporting

- Write and disseminate program/grantee related information in a clear and compelling manner
- Provide program related updates and new content for communications platforms

Grants and Contracts Administration

- Work with New Venture Fund and MDF grantees/contractors to prepare and review grant and contract agreements
- Update and maintain grants and contracts tracking systems as needed--whether Foundant or Filemaker-- and generate reports for internal and external use
- Other administrative duties of similar complexity may be required or expected

Staff meetings, retreats and team-wide projects

- Participate in staff meetings and team-wide or project-specific meetings or retreats as needed or requested
- Participate in team-wide projects as needed or requested

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 Education, Experience, Knowledge, Skills and Ability

- Bachelor's degree with a minimum of 5-7 years experience in program management or administration; grantmaking experience is a plus, but not required
- Experience working with a range of individuals in nonprofit organizations, government, foundations, and private sectors
- Proven ability to think analytically and strategically to translate ideas and insights into action through program work
- Demonstrated organizational skills, and the ability to manage multiple tasks simultaneously, while meeting deadlines
- Sophisticated knowledge and use of technology and varying digital platforms, including the ability and willingness to adopt secure digital practices and procedures
- Demonstrated experience working effectively as part of a team and with colleagues of diverse backgrounds and perspectives
- Excellent oral presentation, writing and interpersonal skills
- Proven self-starter, organizer and evaluator
- Demonstrated ability to listen and learn from diverse perspectives
- Capacity to assess impact
- Strong time management proficiency
- Personable, with clear integrity and capacity for self-reflection and constructive evaluation
- Commitment to the MDF's mission, vision, core values, theory of change and unique position in the field
- Demonstrated experience in, and substantive knowledge of, digital rights and internet freedom issues
- A network of contacts both within the field
- Credibility to leverage own networks to serve MDF's goals
- Fluent in English

How to Apply

Please send resume and cover letter to amalia deloney, Program Director at [hiring@mediademocracyfund.org](mailto: hiring@mediademocracyfund.org). Applications will be reviewed on a rolling basis until the position is filled.

About Media Democracy Fund

Now in its eleventh year, Media Democracy Fund is a catalyst for an open, accessible and secure internet. MDF supports a broad range of activities, including research, communications, organizing, field development, mobilization, litigation, policy advocacy, legal advocacy, privacy trainings, leadership development and technology development. As a grant making intermediary, MDF's role in the field shifts to meet the most pressing need: in addition to making grants to key organizations, MDF has actively managed campaigns; conducted field-building and capacity-building efforts; developed long-term, field-wide strategy; built deep relationships and networks; acted as a talent scout and seeded new organizations when necessary; educated and organized the broader philanthropic community; conducted research, field-scanning, issue-scanning, and intelligence-gathering projects; kept a watchful eye on future technology or policy changes that may affect our issues and values; and more.

Since our launch in 2006, MDF, a project of New Venture Fund, has invested more than \$29 million in the field, which has supported the work of more than sixty organizations to create and protect a just, fair and open society in the digital age. MDF is among the three largest supporters of this work in the US, and is the only grant making intermediary focused on these issues.

New Venture Fund Careers

Media Democracy Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF 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. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working. All Media Democracy Fund staff are employees of New Venture Fund.