



## **JOB OPENING**

### **Program Officer, Civic Participation/Democracy**

Park Foundation Inc.

Ithaca, NY

Park Foundation seeks nominations and applications for the position of Program Officer, Civic Participation/Democracy. The Program Officer will directly report to the Senior Program Officer, Media in managing grants and grantee relationships for the portfolio as well as assisting in other intersectional program-related work.

We strongly encourage applications from individuals with lived experience related to our programs, as well as people of color, persons with disabilities, women, and LGBTQ+ individuals.

#### **About Park Foundation**

Park Foundation is a family foundation dedicated to advancing a more just, equitable and sustainable society and environment, both nationally and in our local Ithaca community. We are principled, strategic and fearless in our grantmaking, collaborative with our partners, and nimble and innovative in our approach. We are committed to challenging the powers that threaten an independent media, a robust democracy, and the future of our planet. Park Foundation was formed in 1966 with an original focus on education and grant-making in communities where Park Communications had interests. The Staff includes 8 team members and there are three local priority areas and five national programs that reflect the mission of the Park Foundation. These priorities include national grantmaking programs in Media, Environment, Civic Participation, Democracy, Animal Welfare and local support for Community Needs, Sustainable Ithaca and School Food and Nutrition.

#### **About the Civic Participation and Democracy Programs**

The Civic Participation Program supports the implementation of democracy through exercise of the franchise and other direct forms of civic involvement. Priorities include support for:

- State-based organizations that are educating, motivating, and mobilizing voters
- National and state groups protecting voters' rights and election integrity
- Groups thwarting attempts to suppress participation in the democratic process

The Democracy Program supports a broad array of initiatives intended to strengthen the foundations of democracy and good governance. Park supports programs that promote a just, inclusive, sustainable society and advance the cause of full participation by all races, genders,

and underserved populations through support of movement-led organizations.

### **Position Summary**

The Program Officer collaborates with staff and trustees on program development, proposal review, discretionary grantmaking, evaluation, and related grants management, as well as special projects as assigned. The role provides objective analysis and clear rationale for grant recommendations and program decisions. The role will engage with philanthropic peers, conduct relevant research, incorporate input from grantees and sector partners, and communicate program priorities to the public and to current and prospective grantees. The Program Officer is expected to be an expert in their field who will build relationships with diverse communities and monitor field trends and funding dynamics to advise the Executive Director and Trustees accordingly.

### **Key Responsibilities**

- **Strategy:** Lead research and development of grantmaking strategies; identify program priorities, opportunities, and long-term direction informed by field research and current events.
- **Grantmaking & Administration:** Review proposals; conduct fiscal and programmatic due diligence; serve as primary contact for applicants and grantees; develop written grant recommendations and present program dockets to trustees.
- **Internal Collaboration:** Stay informed of Foundation-wide priorities, share insights with colleagues, and contribute to cross-program collaboration and special projects.
- **External Engagement:** Build and maintain relationships with key partners and organizations.
- Manage trustee-initiated giving and related grant administration; other duties as assigned.

### **Qualifications, Competencies & Skill Sets**

- Master's degree in a related field, or bachelor's degree with equivalent experience.
- At least 7 years of professional experience advancing democracy, including relevant work in grantmaking and nonprofit or government settings.
- Strong knowledge of democratic structures, civic participation, community engagement, and democracy reform.
- Experience applying social justice frameworks, including racial equity, gender analysis, disability justice, economic justice, and intersectionality.
- Understanding of the intersections of grassroots organizing, power-building, structural democracy reform, and the role of government in protecting rights and public goods.
- Excellent research, writing, communication, and presentation skills; strong active

listening and interpersonal abilities.

- Proficiency with Microsoft Office and comfort learning grants management systems (e.g., Blackbaud SKY).
- Proven ability to convene and connect diverse stakeholders across sectors, including grantees, practitioners, government, academia, and the private sector.
- Demonstrated leadership that fosters collaboration, innovation, and impact.
- Sound judgment, critical thinking, and organizational skills; able to set priorities, meet deadlines, and maintain confidentiality.
- Ability to work effectively with trustees and engage respectfully with diverse communities and constituencies.
- Work style aligned with the Foundation's mission, values, and commitment to diversity, equity, and inclusion.

### **Additional Requirements**

Some travel will be required as part of grantee contact and work with peer affinity groups. Willingness to work additional hours if needed during peak periods.

### **Salary & Benefits**

The targeted starting salary range for this position is \$100,000-\$145,000, based on experience. Park Foundation offers an extensive and generous benefits package including health insurance, paid time off (including last week of the year), and 401(k) retirement plan with an employer matching contribution.

### **Working with Park Foundation**

We believe that diversity is critical to our mission, and we value an inclusive culture. We strongly encourage applications from people with lived experiences related to our programs and applications from people of color, persons with disabilities, women, and LGBTQ+ individuals. Park Foundation is an equal opportunity employer; we do not discriminate in employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, gender or gender identity, age or sexual orientation. The Foundation is based in Ithaca, NY. This position could be remote with regular travel to Ithaca or based in Ithaca. Park Foundation is currently operating in a hybrid work model.

Interested applicants should send a cover letter and resume addressed to Rachel Leon, Executive Director and email it to: [assistant@parkfoundation.org](mailto:assistant@parkfoundation.org) by April 10, 2026. Please note in the subject line the role for which you are applying.