



Program Director San Francisco

The California Bar Foundation is a statewide 501(c)(3) nonprofit organization dedicated to building a better justice system for all Californians. We are funded primarily through the voluntary donations of California lawyers, law firms, and other supporters, and we award grants to California organizations conducting innovative law-related projects and scholarships to diverse California law students and those pursuing careers in public interest law. Supported by its staff and engaged board of directors, the Foundation is at an exciting point in its development with opportunities for programmatic growth.

The Foundation seeks an experienced, collaborative and highly motivated Program Director to manage the planning, implementation, and evaluation of the Foundation's grant and scholarship programs. The ideal candidate is a highly organized, articulate, collegial individual who can effectively multitask, has experience as a legal services attorney, doing pro bono work as a private bar attorney, and/or in nonprofit or philanthropic program management, and is dedicated to the Foundation's mission. Because the Foundation staff is small, it is critical that the Program Director be flexible and willing to support all aspects of the Foundation's work, including those outside the program management function. This is a full-time exempt position, based in San Francisco, and requires a small amount of travel (mainly within California). The Program Director reports to the Executive Director.

Responsibilities include:

- **Program Management:** Manage the planning, budget, implementation, and evaluation of the Foundation's programs.
 - Scholarships Programs Drive each scholarship program's strategy and direction, manage all aspects of the online application and selection process, outreach to solicit applications, build and maintain relationships with scholarship recipients and other relevant stakeholders including create and implement alumni relations program, and support the Board Scholarships Committee.
 - Grants Programs Drive grant program's strategy and direction, manage all aspects of application and selection processes, outreach to potential applicants and solicit applications, monitor the use of grant funds by recipients, evaluate the effectiveness of the Foundation's grant making, build and maintain relationships with grant recipients and other relevant stakeholders, and support the Board Grants Committee.
- **Program Development**
 - Provide thought leadership to the Board and Staff around investing for systemic change.
 - Monitor trends in the legal field in order to seek out innovative programs consistent with the Foundation's mission and worthy of Foundation support.
 - Manage the development of new programs or partnerships with other organizations to develop programs consistent with the Foundation's mission.
 - Manage the potential growth or expansion of existing programs in new directions.
 - Understand the landscape/players/trends/challenges/opportunities for advancing our mission in the legal and philanthropic communities.
 - Identify and develop opportunities for creative collaboration, leveraging resources for maximum impact.

- **External Relations**
 - Develop and manage partnerships and collaborations (with the State Bar, nonprofits, foundations, courts, bar associations, law schools, high schools, etc.) related to all programs.
 - Represent the Foundation at events and at associations of which the Foundation is a member.
 - Provide substantive assistance in the development of marketing and communications materials.

- **Miscellaneous**
 - Support the Executive Director on matters related to programs and organizational development.
 - Support the Director of Development related to fund development activities as needed (including the solicitation of gifts and donor relations).
 - Perform other miscellaneous duties as required.

Qualifications include:

- Bachelor's degree required, JD a plus.
- Minimum of three years of program management and experience in philanthropic or nonprofit organizations or other relevant experience.
- Knowledge of the California legal community, including law firms, legal services, law schools, the courts, and other organizations related to the Foundation's mission; experience as a legal services attorney or pro bono experience as a private bar attorney a plus.
- Experience with diversity and inclusion work also a plus.
- Superior organizational skills, attention to detail and follow-through.
- Ability to juggle projects with multiple priorities and deadlines.
- Experience working with or supporting Boards of Directors.
- Excellent verbal and written communications skills and a collaborative orientation that leads to sustainable and mutually beneficial external partnerships.
- Strong interpersonal and networking skills.
- Ability to think and operate "outside of the box".
- Demonstrated flexibility, initiative, resourcefulness, willingness to receive constructive feedback, and ability to exercise sound independent judgment.
- Team player and collaborator.
- Excellent Microsoft Office skills (Word, Excel, Outlook, PowerPoint); experience with Salesforce databases a plus.
- Passion for the Foundation's mission of building a better justice system for all Californians.

Salary commensurate with qualifications and experience. Benefits included. The Foundation is an equal opportunity employer.

To Apply:

Interested applicants should send their resume and cover letter to: info@calbarfoundation.org (include "Program Director" in the subject line). Applications will be reviewed on a rolling basis. The position will remain open until filled.