Employment Announcement: Program Director, Western Balkans

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF’s grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several specific locations on which to concentrate cross-programmatic attention. The Fund refers to these as “RBF pivotal places”: subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund’s substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in three pivotal places: China, the Western Balkans, and Central America. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund’s home city.

Through its grantmaking, the Fund supports efforts to expand knowledge, clarify values and critical choices, nurture creative expression, and shape public policy. The Fund’s programs are intended to develop leaders, strengthen institutions, engage citizens, build community, and foster partnerships that include government, business, and civil society. Respect for cultural diversity and ecological integrity pervades the Fund’s activities.

Position Summary

This role reports to the Executive Vice President, Programs and Communications.

The starting salary for this role is $209,664 - 216,800 per year, depending on experience.

Key Responsibilities

- Develop and modify program strategies in consultation with trustees, senior staff, and experts in fields of RBF interest, and implement strategies by actively seeking suitable funding opportunities.
- Solicit, review, evaluate, and develop proposals for funding.
- Collaborate with other foundations and partners to advance program goals.
- Review and prepare dockets and other materials to present grant recommendations for approval by the president/vice president for programs or the RBF trustees.
- Monitor the progress of organizations and projects receiving grant support through site visits and ongoing communication; periodically conduct program reviews and assessments to discern program impact and to inform future strategy development.
- Support grantee visibility, resource development, capacity building, and impact, and advance the Fund’s strategic objectives, by organizing convenings, meetings, performances, and other activities.
- Provide technical assistance and advice to grantees as necessary or requested.
- Support RBF grantmaking activities by coordinating assigned program work with other
program staff and contributing to the Fund’s overall program activities.

- Undertake special assignments related to other areas of RBF grantmaking, as requested.
- Maintain a wide breadth and depth of knowledge about trends, practices, and issues relevant to the program.
- Keep abreast of developments in the field and implement strategies by seeking opportunities for advancing program goals.
- Monitor activities or projects of interest to the RBF.
- Represent the Fund at meetings and conferences related to RBF areas of interest.
- Participate in special initiatives and committees that advance the field and reflect the Fund’s interests.
- Represent the RBF with national and regional officials to cultivate support for the Fund’s presence in the Western Balkans.
- Establish and provide oversight for RBF operations in the Western Balkans to ensure compliance with local law and regulations, in collaboration with the Fund’s program, legal, and finance/operations divisions.
- Participate in team-building and program definition work at the RBF for overall organizational development and institutional strengthening.
- Work with, manage, develop, and coordinate the efforts of program and administrative staff in program area.
- Manage program and administrative expense budgets for program area.
- Perform all other duties as assigned by the Executive Vice President, Programs and Communications.

**Application Process**

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, national origin, sexual orientation, age, disability, or religion. The RBF is committed to becoming an anti-racist and anti-sexist institution ([read more here](#)). We offer a competitive salary based on the responsibilities of the role, a generous benefits package, and a pleasant work environment.

This role is expected to report to work at Rockefeller Brothers Fund office (475 Riverside Drive Suite 900, New York, NY), unless noted otherwise.

To apply, please send a letter explaining your interest in the position and qualifications along with a resume to [vacancy@rbf.org](mailto:vacancy@rbf.org). Include Program Director, Western Balkans on the subject line of your email. No telephone or fax inquiries please.

For additional information please visit our website at [www.rbf.org](http://www.rbf.org).