



Program Officer Position

Organization

Fight For Children (FFC) has been a pillar in the Washington, DC philanthropic community for more than 30 years and has impacted more than 450,000 young people. Our mission is to help individuals, organizations, and communities leverage the transformational power of sports to improve the lives of underserved youth. We firmly believe that sport has the power to rewrite what's possible for young people and communities. The Fight For Children Youth Development Institute (Institute) strengthens the nonprofit organizations that help young people thrive through sport, providing them with grants and vital capacity building services to improve their infrastructure and sports-based youth development programs. The Institute is comprised of 34 member organizations collectively serving more than 40,000 young people throughout the Washington, DC metro area.

Position Summary

The Program Officer's primary responsibilities include supporting grantmaking and capacity-building initiatives for Institute member organizations, managing a direct service program for 6–9-year-olds, collaborating with numerous strategic partners, and refining procedures for monitoring progress and learning. In alignment with FFC's values, this newly created position will help advance the organization by drawing on experience and expertise in youth development, nonprofit management principles, or managing community- or school-based programs.

Reporting & Collaborative Relationships

The Program Officer will report to the Chief Program Officer and will build strong relationships with DC area nonprofit organizations, government agencies, funders, schools and universities, and other stakeholders that are actively working in or have an interest in sports-based youth development.

Primary Responsibilities

Grantmaking

- Manage grant administration, including requests for proposals, reviewing grant proposals, making grant recommendations, and grant agreement letters.
- Oversee and monitor grants, including managing relationships with grantees, tracking grantee progress, ensuring execution of grant terms, reviewing and analyzing reports, and facilitating the use of grantee data and stories for the Board and funders.
- Ensuring grantmaking policies and procedures are consistently applied.

Capacity Building

- Work with Institute member organizations to identify opportunities to enhance grantmaking and capacity building initiatives, leverage current resources, and collaborate with one another.
- Manage professional development workshop series, including scheduling, registration, and physical space/technology needs for delivery of content.



- Manage strategic partners that support Institute member organizations with their efforts in fundraising, board governance and development, impact measurement and program delivery.
- Manage a governance structure within the Institute to serve as a catalyst for movement towards a more collective voice and shift of decision-making to Institute members.

Program Development and Implementation

- Develop and manage the Early Access to Sports (EATS) afterschool program for 6–9-year-olds that: 1) eliminates transportation barriers to sports programs 2) provides children with a wide-range of youth development experiences across a variety of sports and 3) provides food-insecure children and families with access to healthy snacks and meals.
- Work closely with schools to identify student participants and support all aspects of the program.
- Mobilize Institute member organizations to deliver sports-based youth development programming.
- Develop and activate strategic partnerships with food stability and transportation providers.
- Recruit and manage two university students who will act as coach-mentors for the program.
- Track and measure changes in participants' academic performance and social/emotional skills development.

Events

- Liaison with Institute member organizations to support the execution of Youth Sports Day and other funder activation events as they emerge.

Measurement and Evaluation

- Support the development and implementation of evaluation plans to track the impact of the Institute and allow for continuous learning.

Key Competencies

- Strategic and Entrepreneurial Mindset: Self-motivated and able to analyze, research, synthesize, take the initiative, and execute strategies.
- Relationship Builder and Strategic Communicator: Experience building strong, collegial, and collaborative relationships with diverse constituencies and a demonstrated ability to ensure timely, professional, and empathic communication habits.
- Continuous Learner: Routinely engages in professional learning, growth, and activities that demonstrate a dedication to FFC's mission.
- Program Development and Management: The Early Access to Sports program will require the Program Officer to capitalize on a critical "build and implement" moment at FFC as we work to strengthen our internal operations to include direct service programming.

Qualifications

- Commitment to an equity framework prioritizing access and inclusion and undoing traditional power dynamics in all aspects of philanthropy.
- A utility player who can excel in a small environment by taking on new challenges and tasks that may fall outside of their job description.



- Demonstrable knowledge of sport and youth development, nonprofit operations, and out-of-school-time programs.
- Experience managing a grants portfolio and building relationships with grantees.
- Enthusiastic about joining an organizational culture that prioritizes innovation, continuous learning, partnership, and a commitment to the communities we serve.
- Proven record of direct service program development and/or management with underserved populations.
- Minimum of 5 years full-time professional experience, including success in youth development and sport, program management and evaluation, and philanthropic grantmaking and capacity building.

Location

- The successful candidate will live in the Washington, DC metro area and be able to work from the Fight For Children office 3-5 days per month.
- Site visits and in-person meetings with grantees within the DMV will take place frequently.

Compensation and Benefits

- \$60,000- \$75,000 commensurate with experience.
- Generous holiday and vacation allowance.
- Benefits include health/dental insurance, 401(k), vision, flexible spending, etc.

Application and Review Process

- Interested candidates should submit a cover letter and resume to ffc.email@fightforchildren.org with “Program Officer” in the subject line.
- Applications will be accepted through January 10, 2024; qualified candidates will be contacted on a rolling basis.
- Estimated start for the position is February or March 2024.

Fight For Children is an equal opportunity and affirmative action employer committed to providing equal employment opportunity to all persons without regard to race, color, religion, national origin, gender, marital status or sexual orientation.