About Third Wave Fund

Third Wave Fund is an activist fund led by and for women of color, intersex, queer, and trans folks under 35 years old in the US. We ensure young women, queer, and trans youth of color have the tools and resources they need to lead powerful movements, and that they have a seat at the table within philanthropy. Third Wave supports gender and reproductive justice groups from the ground up with rapid response grants, long-term funding for emerging groups, and capacity building.

We value the work of social justice-minded individuals who may not see themselves reflected in philanthropy.

Third Wave Fund is fiscally sponsored by the Proteus Fund who partners with foundations, advocates, and individual donors to advance democracy, human rights, and peace.

Position Overview

The Program Associate (PA) for the Disability grantmaking program is a key member of the Programs Department and supports the health, maintenance, and growth of Third Wave’s grantmaking, capacity building, and philanthropic advocacy around funding for Disabled, Deaf, Sick, and Mad grassroots movements. The PA supports all program-related activities through grants administration, program development research, grantseeker education and outreach, grantee capacity building, and logistics and leadership development for the Disability Fund’s participatory grantmaking project.

Essential Job Functions

Grantmaking and Grants Management
- Provide day-to-day management for the Disability Fund, including but not limited to:
  - Answering inquiries from prospective of grantseekers and applicants
  - Reviewing applications, coordinating virtual site visits, and follow-up with questions or outstanding materials
  - Supporting Disability Fund Program Officer in writing docket recommendations for internal approval by Third Wave Program Staff and external approval by the Proteus Fund President
  - Communicating with Proteus Fund grants management staff to ensure timely approval of grant recommendations and dispersal of grant funds
  - Tracking grantee progress through the application, approval, and reporting processes to ensure timely approval of recommendations and dispersal of grant funds
- Maintain and update grantmaking data on a quarterly basis to provide an ongoing source of information for communications, grassroots and institutional fundraising, internal learning, and quality improvement

Capacity Building and Leadership Development
- Provide administrative support for the Disability Fund, including but not limited to:
Working with the Disability Fund Program Officer to support accessible meetings for the Disability Fund Advisors

- Providing administrative support for fundraising events
- Other logistical support, as needed for the Disability Fund

- Provide support for grantseeker education and outreach, and grantee capacity building including but not limited to:
  - Answering general inquiry emails sent to the Disability Fund email account
  - Communicating with prospective applicants about eligibility and application logistics
  - Presenting sessions on philanthropy and grantseeking at relevant activist conferences, as needed
  - Connecting Disability Fund grantees to existing educational resources and opportunities and providing other assistance for capacity building as appropriate

- Support the Disability Fund Program Officer in hosting the Disability Fund participatory grantmaking process, which may include weekend and evening hours

**Philanthropic Advocacy**

- Work with the Disability Fund Program Officer to represent Third Wave in relevant donor and funder networks, as determined by Third Wave Programs Staff
- Attend relevant webinars and other learning opportunities that may inform philanthropic advocacy and strategy
- Maintain internal communication with Third Wave Programs Staff and Co-Directors to inform philanthropic advocacy strategies and activities

**Additional Duties and Expectations**

- Attend relevant lectures, webinars, and conferences that may inform grantmaking priorities and practices
- Receive and read relevant news and updates from partner and allied grantseeking and grantmaking organizations that may inform knowledge of philanthropic trends and changes
- Participate in Programs Department vision, strategy, and planning
- Develop and seek additional professional development, as desired

**Principal Relationships**

**Internal Contacts**

- Maintain regular contact with staff and interns in other departments in order to integrate work activities
- Maintain regular contact with supervisor, Fellows, and interns within department in order to complete work assignments and to collaborate to produce work

**Organizational Communications and External Contacts**

- Develop knowledge of Third Wave’s programmatic and organizational initiatives and occasionally contribute to reports, newsletters, and other communications to target communities, donors, organizations, and supporters
- Support documentation of internal programmatic communication, when needed

**Qualifications and Competencies**

- At least 3 years of experience in social justice work with an understanding of the Disabled, Deaf, Sick, and Mad organizing landscape nationally, including experience in one or more of the following fields: gender justice, reproductive health and justice, racial justice, leadership development, education, labor, LGBTQI+ justice, and safety/anti-violence.
- Strong commitment to supporting the leadership of sex workers and people in the sex trade.
- Strong creative, problem-solving, and critical thinking skills.
• Strong interpersonal and communication skills, including effective and professional verbal and written communications with a diverse range of people.
• Self-motivated and a team player. A sense of humor and a constructive outlook are a plus.
• Basic computer skills and knowledge of MS Excel and Word/Google Drive programs required.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. Additionally, regular travel required around 3-5 trips per year (or about 5% of the role) for conferences or other meetings/events, when COVID restrictions are lifted and it is safe to travel).

This is a full-time (32 hours/week) position. Starting salary is $52,983 - 66,000.

We offer a benefits package including:

• Medical and dental benefits for employee and eligible dependants available on first day of work
• Retirement savings account (401k) with an organization contribution
• Three weeks paid vacation; four weeks in subsequent years
• Fifteen sick days per year
• Three personal days per year
• Twelve paid holidays
• Professional development initiatives for growth
• Paid Family Leave

We believe that communities most impacted by gender oppression must be centered in the work we do. Hence, we strongly encourage applications from Black and Indigenous women of color, Trans and gender non-conforming people, LGB people, Sick, Mad, D/deaf, Hard of Hearing, and Disabled people of color, and working class people for all of our positions.

Equal employment opportunity and having a diverse staff are fundamental principles at Proteus Fund, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.