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 Disability Fund Program Officer (PO) plays a critical role in the successful execution of Third Wave’s Disability grantmaking program. In conjunction with the Co-Directors, the PO is responsible for building and sustaining Third Wave’s Disability Fund with a diverse group of Disabled, D/deaf, Sick, and Mad community activists, grantee organizations, and supporters.

The PO is also responsible for managing the Program Associate. Some evenings, weekends, and travel required, when it is safe to travel again.
Essential Job Functions

Grantmaking Program and Grants Management
- Manages all aspects of grantmaking, including but not limited to:
  - Grantee prospecting; review of funding applications; development of an activist-led grantmaking process,
  - Design and implementation of grants,
  - Review of narrative and financial reporting; and
  - Designing and monitoring of evaluation processes.
- Assists in Third Wave’s program planning and implementation, including: strategic planning; budgeting; identifying opportunities; and staying current on changes and developments within the fields that Third Wave works in.

Capacity Building and Leadership Development
- Leads the creation and implementation of the Disability Fund participatory grantmaking process, which may include weekend and evening hours
- Builds and maintains strong relationships with partners, including: grantees and potential grantees; philanthropic partners, both institutional and individuals; Third Wave’s base of activist donors; and other allies and stakeholders.
- Supports capacity building opportunities for grantees, which could include organizing and planning convenings, trainings, and webinars.

Philanthropic Advocacy
- 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
- Assists in Third Wave’s fundraising efforts, including grassroots fundraising, institutional, and individual donor prospecting and cultivation, and providing data for grant writing and reporting.
- Report, organize, and analyze grantee data and evaluation.

Principal Relationships

Internal Contacts
- Maintains regular contact with staff and interns in other departments in order to integrate work activities.
• Maintain regular contact with supervisor, supervisee, and interns within the Grantmaking Programs department in order to complete work assignments and collaborate to produce work.
• Maintains regular contact with Fiscal Sponsor (Proteus Fund) program staff

Organizational Communications and External Contacts
• Develops substantive knowledge and contributes to organizational communications about Third Wave’s initiatives to reach communities, organizations, and supporters. Includes contributions to the newsletter.
• Maintains regular contact with consultants, organizations, vendors, and other business-related outside parties.
• When necessary, represents Third Wave Fund through engagements and presentations in order to increase the visibility and fundraising capacity of the programs.

Qualifications and Competencies
• Minimum 3-5 years relevant experiences, preferably within social justice and disability 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. Grantmaking experience is a plus.
• Minimum 1-3 years of supervisory or management experience
• Strong commitment to Third Wave’s mission, vision, and values
• Strong writing and communications skills
• Strong interpersonal skills, and ability to effectively and professionally communicate with a diverse range of people
• Strong relationship and task management skills
• Strong interest in philanthropic advocacy and donor organizing and the potential of wealth and resource redistribution as a tool for change
• A creative thinker who is able to translate Third Wave’s mission, vision, and values to a wide array of audiences.
• Self-motivated and a team player. Ability to work in a fast-paced and evolving environment.
• Must bring an eager and open-minded attitude, including the ability to problem solve as needed
• Must be comfortable working in a small team in a remote working environment
• Basic computer skills and strong knowledge of MS Excel and Word 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 $70,000 – $85,000.

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, 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.