About Third Wave Fund

Third Wave Fund is the only 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.

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

The Opportunity

Third Wave Fund seeks a Program Associate for the Sex Worker Giving Circle (SWGC) who can support the health, maintenance, and growth of Third Wave’s grantmaking, capacity building, and philanthropic advocacy around funding for sex worker movements. You will support the work of our grants administration, program development, grantseeker and grantee education and outreach, and logistics and leadership development for the Sex Worker Giving Circle, a participatory grantmaking project.

Key Responsibilities

Provide key grants management support. You will work closely with applicants, grantees, and program staff to ensure clear communication and that all materials are received and organized.

Support capacity building and leadership development. You will contribute to the success of the SWGC fellowship and grantmaking program by providing logistical and facilitation support for fellowship meetings, assisting Fellows to reach their leadership development goals, collaborating on fundraising events, and offering grantseeker education, outreach, and grantee capacity building as appropriate.
Communicate Third Wave Fund’s philanthropic advocacy strategy. You will work closely with staff to represent Third Wave in donor and funder networks, attend relevant webinars and learning opportunities, and share learnings with program staff to further inform our philanthropic advocacy strategies.

Candidate profile
You are attentive to details and systems minded. You love - or at least, are very comfortable with - a spreadsheet, database, and other project management tools.

You are values-driven. You have a strong commitment to Gender Justice and can navigate the nuances or contradictions that may come up being in philanthropy. You draw on your lived experiences and have a proven commitment to sex workers and people in the sex trades most impacted by systems of oppression.

You are a problem solver and an accountable self-starter. You know when to ask for help, but also don’t mind brainstorming potential solutions ahead of talking with your team. You can look at a page of notes, pull out the follow-up items, and get started.

To be successful in this role, you will need:
- At least 3 years of experience in social justice work with an understanding of the sex worker 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.
- To be 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.

This position is based in our Brooklyn, New York office. Some travel required.

Compensation
The Proteus Fund offers a competitive salary commensurate with experience and a comprehensive, progressive benefit program to attract, retain, and motivate a high-performing and dedicated workforce. The range for this position is $45,000 - $55,000. This position is a 32-hour, full-time position, with some evening and weekend hours.

To Apply:
For immediate consideration, please email your cover letter, resume, and contact information for three references in a single pdf or document to info@thirdwavefund.org by midnight in your
timezone on **February 28, 2020** with subject line: **SWGC PROG ASSOCIATE – [YOUR LAST NAME]**. Applications will be reviewed on a rolling basis.

Proteus Fund is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Proteus encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, citizenship, disability, or veteran status.