About Third Wave Fund

Third Wave Fund resources and supports youth-led, intersectional gender justice activism. We build on the brilliance of our communities using responsive and participatory grantmaking so we can sustain our movements and thrive—now and long term. Our grantmaking and donor mobilizing advances the community power, well-being, and self-determination of young Black, Indigenous, People of Color (BIPOC) most directly impacted by and best positioned to end gender oppression. We specifically resource grassroots movements that are multi-issue, community-led and unapologetically queer, trans, intersex, and sex worker-led.

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 Frontlines Fund Program Officer (PO)** plays a critical role in the successful execution of Third Wave’s Disability Frontlines Fund grantmaking program. In conjunction with the Co-Directors and Director of Programs, the PO is responsible for building and sustaining Third Wave’s Disability Frontlines Fund in consultation with a diverse group of Disabled, D/deaf, Sick, and Mad community activists, grantee organizations, and supporters. The PO will coordinate the program through a learning phase of gathering data from the first two years of grantmaking, and a strategic phase of implementing the learnings.

The PO is also responsible for supervising and supporting the leadership development of the Program Associate. Some evenings, weekends, and travel required, when it is safe to travel.
Essential Job Functions

Grantmaking Program and Grants Management (40%)
● 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 (40%)
● Leads the creation and implementation of the Disability Frontlines 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
● Maintains a responsive program, in line with the latest shifts and developments in DJ movement and best practices for cross disability program coordination

Philanthropic Advocacy (20%)
● Represent Third Wave in relevant donor and funder networks, as determined by Third Wave Director of Programs
● Represent Third Wave in current and perspective grantee DJ movement spaces, as needed
● Attend relevant conferences, 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 across other departments in order to integrate cross organizational activities
• Maintain regular contact with supervisor, supervisee, and other staff within the Grantmaking Programs department in order to complete work assignments and collaborate to meet the department’s strategic and programmatic goals
• 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, including contributing program and grantee content and updates 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 competency in disability justice best practices and coordinating access for cross disability groups
• 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
• A gracious learner, who is able to give and receive important constructive feedback in order to grow professionally within the role and be responsive and accountable to necessary shifts and pivots
• A self-motivated team player with the ability to work in a fast-paced and evolving environment and to communicate openly and proactively about program shifts and pivots with the rest of the team
• 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, PowerPoint and Word, or their Google Workspace equivalents, 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.

**This is a full-time (32 hours/week) position. Starting salary is $83,500** in accordance with our equitable hiring practices that strive for internal parity. This salary is non-negotiable*. Third Wave offers a 32-hour work week in a disability justice-centered workplace, along with excellent health benefits, robust retirement contributions, and a generous paid time off package.

*In order to counter pay inequality and uphold internal parity, salaries are non-negotiable beyond the listed amount. Similarly, there are no title negotiations. Staff are eligible for salary increases annually and promotions during annual performance evaluation processes.

**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

**Commitment to Equity:**
Third Wave Fund is a fiscally sponsored project of the Proteus Fund, a 501(c)(3) organization, and an equal opportunity employer. We believe that communities most impacted by gender
oppression must be centered in the work we do. Therefore, 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.

**Location & Travel:**
We are a fully remote workplace, and applicants may be based in any of the fifty United States. Travel is not currently required for this position, though if compatible with access needs and vaccination status, travel to meetings, convenings, and conferences is currently optional. When it is fully safe for all people to travel again, regular travel will be required of around 3-5 trips per year (or about 5% of the role) for conferences or other meetings/events.