**JOB ANNOUNCEMENT: PROGRAM DIRECTOR**

**Background**

The Health and Environmental Funders Network (HEFN) is a network of grantmakers investing to promote healthy people, communities, and environments. HEFN and its members aim to maximize the impact of philanthropy on environmental health and environmental justice issues.

HEFN does outreach to expand investment in environmental health and justice, provides funders with learning opportunities, and supports its members to connect and collaborate.

**Position Summary**

The Health and Environmental Funders Network (HEFN) is looking for an experienced program professional with a passion for environmental health and environmental justice issues. This position will support HEFN’s learning community, including by developing program content for quarterly webinars, an annual meeting, working groups, and co-sponsored events. The position will also support HEFN outreach and communications with members and in philanthropy.

**Responsibilities**

* Lead planning, design, execution, and evaluation of programs including webinars, briefings, and other co-sponsored events.
* Lead planning of HEFN’s annual meeting, including planning committee management, content management, and meeting communications and logistics in coordination with HEFN staff.
* Cultivate and maintain excellent relationships with affinity group colleagues, regional associations, and other philanthropic groups.
* Serve as a resource to the broader philanthropic community and facilitate collaborative programming and initiatives.
* Develop and disseminate learning resources for members and other funders, like issue briefs, funder stories, and blogs.
* Support HEFN communications work. Manage website content and social media related to your work.
* Help track local, regional, and national trends in environmental health and justice and philanthropy.
* Support other programs, initiatives, and working groups as needed.

**Qualifications**

**Experience**

* Minimum of five years of experience working in philanthropy or on environmental health or environmental justice issues.
* Experience developing and executing smart and strategic programs.
* Proven experience developing and maintaining strong, professional, and collaborative relationships.
* Event organizing experience preferred.
* Experience writing reports and newsletters preferred.
* Experience with social media and blogging preferred.

**Skills and Attributes**

The ideal candidate will thrive in a small team environment. Reliability, integrity, flexibility, a quick mind, and a sense of humor strongly valued. Additional skills and attributes:

* Understanding of the connections between environmental conditions and health, including the roles of race, place, and class.
* Competence in a range of tasks from strategy development to webinar planning to meeting logistics to relationship management.
* Proven ability to manage multiple projects, priorities, and deadlines while maintaining quality and attention to detail.
* Excellent written and oral communication skills, and strong editorial skills.
* Excellent computer skills, including Microsoft Office, database, publishing, and website software.
* Excellent organizational skills and attention to detail.
* Ability to work independently and on a highly collaborative team.
* Ability to travel.

**Salary, Benefits, and Location**

* Salary is commensurate with experience.
* Very generous benefits including healthcare, retirement, professional development, and paid vacation.
* This position could be located anywhere in the country, with a very strong preference for someone who could work in HEFN’s Silver Spring, MD office.

To apply, please send a cover letter, resume, and three references to [recruiting@hefn.org](mailto:recruiting@hefn.org), with your email subject line reading: “Program Director.” We strongly encourage people of color, people with disabilities, and members of the LGBTQ community to apply. No phone calls please.