



## **Position Profile: Associate Director**

Hirsch Philanthropy Partners LLC

Location: San Francisco Bay Area

### **About Hirsch Philanthropy Partners**

Hirsch Philanthropy Partners believes in actively creating a more equitable and uplifting world through meaningful, high-impact collaboration.

As a pioneer in the field of philanthropic advising, Hirsch Philanthropy Partners has more than two decades of experience helping individuals, families, and foundations create and implement visionary giving strategies. Our team has directed over \$1.5B since our founding to the organizations, community leaders, and public sector agencies boldly solving our most pressing social issues. Our deep Bay Area and national roots and relationships catalyze potent connections and ignite change.

Our ability to bring people together to solve problems, belief in the possibility of innovative methods and surprising ideas, and courage to make the world better in spite of great disparities serve as the foundation for our work. We ask the right questions, design original solutions, and take big ideas to the next level.

While our world is complex and our challenges greater than ever, Hirsch's vision, optimism, and experience forge an ambitious path in response to growing and shifting demands. We know what's possible because we've created impact for more than 20 years. Our team believes in the power of creating deep, systemic change for future generations. We believe that our work can transform the world.

Our talented staff have served as leaders of national nonprofits and congressional offices, management consultants, advertising executives, foundation staff, teachers, and advocates. We are specialists in a wide range of issues including education, democracy, health, racial and economic justice, environmental protection, the arts, community development and more.

For more information about our firm, please visit our website: [www.hirschphilanthropy.com](http://www.hirschphilanthropy.com)

### **Position Summary**

Hirsch Philanthropy Partners seeks to hire an Associate Director to join our growing team. This position presents an exciting opportunity for a candidate with expertise and experience in the Bay Area non-profit, philanthropic, or related sectors and a strong desire to expand their impact.

The Associate Director will join a highly collaborative team that is deeply committed to excellence in philanthropy. They will research, develop, and implement philanthropic strategies; build grant portfolios and steward relationships with grantee partners; and support exciting projects on behalf of our family and foundation clients.

Hirsch Philanthropy Partners is a people-centric business that deeply values our employees as whole people and encourages them to learn, innovate, and grow. We are committed to building

our firm's cultural and racial diversity to address the complex issues facing our communities and we encourage applicants from diverse backgrounds to apply.

This position is best suited for a generalist with some organizational development, training and/or coaching experience who will work across a range of client engagements in the Bay Area and beyond.

### **Core Responsibilities:**

Philanthropic Strategy Development and Implementation: Work in collaboration with our clients, firm colleagues, and community stakeholders to build philanthropic approaches, grant portfolios and recommendations that are aligned with client priorities and meet real community needs:

- Conduct research and analysis on issues and organizations
- Build / manage grant portfolios in a variety of issue areas
- Build community relationships and partnerships to inform and facilitate philanthropic impact

Philanthropic Consulting: Partner with senior firm leadership on a range of important client engagements:

- Drive client impact and satisfaction by assessing goals, researching opportunities, implementing grantmaking, and communicating progress and impact
- Develop and present compelling materials for client learning and decision-making
- Actively support business development activities with prospective and new clients

Grant Stewardship: Maintain strong relationships with diverse community organizations that are grant candidates and recipients:

- Identify / develop tailored grant opportunities for clients
- Manage grants throughout lifespan including due diligence, proposal and grant agreement, monitoring and reporting, and assessment
- Identify opportunities to increase impact of important projects and organizations

Organizational Resilience: Play a lead role in building and managing the firm's capacity-building function for community partners

- Develop and manage technical assistance and capacity building programming to benefit partner organizations, collaborations and initiatives
- Incorporate multiple strategies to address needs and assets of our diverse partners
- Build internal team capacity and knowledge about organizational development and resilience
- Develop and steward a consultant network of trainers and coaches

Team Collaboration: Contribute as a key member of the Hirsch Philanthropy Partners team:

- Actively participate as a key member of a collaborative team committed to a positive team culture, continuous improvement, and community impact

## **Qualifications and Experience:**

- Strategic thinker who is excited by learning new things, adept at problem solving, and skilled at research and analysis
- Knowledge and sensitivity to effectively work with and support the diverse communities in which our clients give, including appreciation for historical context, discernment of relationship nuances and power dynamics, and understanding of social and racial realities
- 5+ years work experience in nonprofit, philanthropy and/or client services, consulting, organizational development, or related sectors
- Adept program generalist with expertise in public health
- Exceptional project management, oral and written communication skills
- Community-based expertise, with prior experience and network in the Bay Area desired
- Experience in and comfort working with high-net-worth families desired
- Ability to bring professionalism, sensitivity and discretion to client engagements
- Collegial and collaborative team member
- Able to work with humor and grace under pressure
- Bachelor's degree

## **Compensation and Benefits**

Compensation includes a competitive base salary, performance-based bonus and an excellent package of health, retirement savings and other benefits.

- Medical, Dental, & Vision Coverage, and Disability & Life Insurance: we offer several options for affordable healthcare coverage. In addition, we also provide life insurance, disability, and other coverages.
- Paid Time Off and Holidays: we offer a competitive PTO package and an additional ten paid holidays each year.
- Flexible Work Arrangements: our firm supports a flexible work arrangement for our employees.
- 401(k) plan offered to eligible employees following 3 months of employment. Hirsch will match 3% of eligible compensation (immediate vesting), regardless of whether the employee participates in the plan.
- Additional Benefits: we also offer a pre-tax commuter benefit, flexible spending account, and volunteer leave.

\*The company reserves the right to modify and change benefits as needed and at their sole discretion.

## **Notice regarding COVID-19 Vaccination Requirements**

At Hirsch Philanthropy Partners, health and safety are the top priority for our team and the communities we serve. As part of our commitment to health and safety, Hirsch requires all employees to be up to date on vaccinations against COVID-19 as a condition of employment. New employees must provide proof of up-to-date vaccinations on their first day of work. If you are unable to be vaccinated against COVID-19 because of a sincerely held religious belief, medical condition, or disability, Hirsch will consider requests for accommodation in accordance with applicable law.

**Application Instructions:**

Please email Lisa Long at [llong@clearturn.com](mailto:llong@clearturn.com) and include the following in your email:

- Title of the position in the subject line
- Resume and cover letter highlighting your relevant experience and expertise
- Writing sample that demonstrates ability to write in a clear and accessible style about a complex issue and/or to make a compelling recommendation or argument

Applicants will be contacted directly to schedule an interview.

We promote diversity of thought, culture and background. We are committed to a collaborative work environment that supports, inspires, and respects all individuals and provides employees with a work environment free of discrimination and harassment. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.