POSITION PROFILE

Vice President of Programs
The Joyce Foundation
Chicago, IL
ABOUT THE JOYCE FOUNDATION

The Joyce Foundation is a private, nonpartisan philanthropy that invests in public policies and strategies to advance racial equity and economic mobility for the next generation in the Great Lakes region.

We support policy research, development, and advocacy in six program areas: Culture, Democracy, Education & Economic Mobility, Environment, Gun Violence Prevention & Justice Reform, and Journalism. We focus our grant making primarily in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin, while also exploring promising, evidence-informed policy solutions nationally and at the federal level.

The Foundation was established in 1948 by Beatrice Joyce Kean, the sole heir of the Joyce family, which built its wealth in lumber and related industries. The Foundation charter has allowed Joyce to grow with the times, developing strategies that evolve to reflect critical issues in the Great Lakes region.

The Joyce Foundation makes annual charitable distributions of $50 million on assets exceeding $1 billion. The Foundation has a staff of 35 and is governed by a 13-member Board of Directors.

The Foundation’s commitment to racial equity and economic mobility is reflected in our strategic grant-making priorities, which aim to improve outcomes for all young people, with a focus on young people of color who disproportionately face structural barriers to social and economic progress.

We are committed to aligning our policies, practices, and resources to foster equitable opportunity for all.

Learn more: The Joyce Foundation website
THE OPPORTUNITY

The Joyce Foundation seeks an outstanding, visionary, and strategic leader to serve as its next Vice President of Programs.

This role reports to the President and provides both strategic and operational leadership to all program areas, and directly oversees the Foundation’s investments in Culture, Democracy, Education & Economic Mobility, Environment, and Gun Violence Prevention & Justice Reform. The Journalism and Lend A Hand program areas report directly to the Chief External Affairs Officer.

The Vice President of Programs leads the program teams in the development, implementation, and evaluation of program specific strategies and tactical programs to carry out those goals. In addition, the leader serves on the Foundation's senior leadership team and oversees a separate Mission Fund grantmaking program.

The Vice President also works collaboratively with the Chief Operating Officer to ensure smooth operations of all program-related activity and staffing. In addition, this leader collaborates closely with the Chief External Affairs Officer to identify and act on opportunities to support program activity, including highlighting the Foundation’s interests, and ensuring consistency in communication messages and activity across the organization.
KEY RESPONSIBILITIES

The Vice President of Programs’ essential duties and responsibilities include the following (other duties similar in nature and complexity may be assigned):

PROGRAMMATIC LEADERSHIP

• Collaborate with, guide, and advise program staff in the development and review of overall grantmaking portfolios and individual grants.

• Provide thought partnership to program staff on public policy matters and maintain up-to-date, in-depth knowledge of state, local, and national public policies and developments that relate to and affect the Foundation’s program areas.

• Develop and manage the portfolio of grants in the Mission Fund grantmaking program.

STRATEGIC LEADERSHIP

• Serve as a member of the Foundation’s senior leadership team; advise on key policy and strategy issues related to the Foundation’s mission, funding priorities, and grantmaking programs. Support the President on day-to-day operational activities relating to mission, programs, and policy.

• Identify and evaluate new strategic opportunities to further the Foundation’s existing policy goals, including potential new grantmaking areas.

• Oversee processes for communicating strategy recommendations, grant recommendations, and progress toward achieving goals to the Foundation’s board of directors.

• Provide input and guidance to the Chief External Affairs Officer in developing plans, products, and convenings to advance the Foundation’s program areas, and in developing external communications to highlight issues of interest, spotlight the work of grantees, and disseminate the results of Foundation program projects.
PEOPLE LEADERSHIP

• Supervise Program Directors and their teams across five (5) program areas, providing coaching and mentoring to further their growth, and evaluate their performance.

• Organize presentations, in-service trainings, and other activities for program staff to continually develop their knowledge and effectiveness as public policy grantmakers.

• Develop and maintain relationships with grantmakers, government agencies, legislative staff, national organizations, and researchers working on related issues.

• Represent the Foundation as a spokesperson with external audiences and stakeholders locally, regionally, and nationally.

ADDITIONAL QUALIFICATIONS

• Bachelor’s degree with concentration relating to program subject matter, public policy, or social sciences.

• 10 years of experience managing projects, building and sustaining internal and external relationships relevant to program subject matter, or advanced degree and 7 years of experience as defined.
CANDIDATE PROFILE

The ideal candidate will be:

A STRATEGIC, INNOVATIVE & ANALYTICAL THINKER

The Vice President of Programs will have the ability to assess a diverse and evolving policy landscape, identifying new opportunities for impact and innovation. While this leader may come with experience in a variety of fields or sectors, they ideally will have a deep understanding of, and appreciation for, effective policy making and problem solving in one or more of the following fields: Culture, Democracy, Education & Economic Mobility, Environment, or Gun Violence Prevention & Justice Reform. They will be a lateral thinker who is able to translate ideas from different spaces, make connections between seemingly disparate ideas, and leverage intersections and innovations for deeper impact. They will have experience drawing learnings from successful systems change and will exhibit demonstrated resourcefulness in setting priorities, navigating change management, and proposing new ways of achieving desired outcomes. They will be skilled in conceptualizing, evaluating, and implementing strategies, as well as managing projects and establishing and meeting clear benchmarks for progress.
AN INCLUSIVE PEOPLE LEADER & RELATIONSHIP BUILDER

The Vice President of Programs will move seamlessly between the worlds of government, philanthropy, policy making, and community organizations, leveraging the perspectives and expertise of each for maximum impact. They will have a thoughtful, empathetic, and engaging approach that fosters an atmosphere of collaboration and partnership. A strong and intuitive communicator, this leader will be skillful at leading through influence and will have a demonstrated ability to connect and inspire across stakeholder groups. They will possess strong decision-making skills as well as a leadership style that includes responsive follow-up and expert follow-through. They will be an active listener, seeking input from a wide array of perspectives to help inform the Foundation’s grant-making priorities, and to deepen understanding of current issues, emerging trends, new opportunities, and best practices. They will be an inclusive people leader, demonstrating significant cultural competence and fluency in the ongoing work of diversity, equity, and inclusion. They will foster an environment of collaboration, support, and mutual respect internally and externally. A natural team player, they will embrace the opportunity to support, collaborate with, and develop the work of others.

A HIGHLY SKILLED COMMUNICATOR, AMBASSADOR & CONVENER

The Vice President of Programs will be an extremely effective communicator, consistently demonstrating the ability to distill and synthesize complex information clearly and concisely in both written and verbal formats for diverse audiences. They will be highly skilled in public speaking, representing the Foundation compellingly in a variety of contexts. They will work to enhance the Joyce Foundation’s position within the national landscape, proactively seeking out opportunities to increase its reputation and impact. They will thoughtfully and effectively convene others, including local community members as well as regional and national leaders across the private, public, and non-profit sectors. Their combined experience, maturity level, and flexibility will enable them to easily interact with a broad set of stakeholders, including the Board of Directors, executive management, and staff across the organization.
PASSIONATE ABOUT MAKING CHANGE THROUGH EFFECTIVE, INNOVATIVE POLICY

The Vice President of Programs will have a passion for the mission-driven sector and the role philanthropy can play in addressing some of society’s most challenging problems. A learner by nature, they will relish the chance to continuously stay abreast of the latest efforts in the core program areas of the Foundation as well as related fields. They will be actively aware of emerging issues and new research, as well as political and policy developments that affect the Foundation’s work. They will proactively seek out new information and relationships that can advance the Joyce Foundation’s strategies and impact. They will have a keen understanding of how policy is made and how best to influence regulatory and other policy making processes. They will embrace the opportunity to be a thought-leader in the field, one who is highly respected, trusted, and sought out for their expertise. They will be animated by a deep sense of purpose and a steadfast belief in the possibility of “what could be”.
The salary range for this role is $250,000 to $300,000, commensurate with experience. The Joyce Foundation offers an extensive employee benefits package including paid time off, as well as generous retirement, health, and wellness benefits, in an environment of continuous learning, commitment, and self-accountability.

The Joyce Foundation is an equal opportunity employer and strongly encourages expressions of interest from people of color, persons with disabilities, women, and LGBTQ+ applicants.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform this job.

- Position requires ability to walk sit and stand; view information on computer screen; and edit and enter data for extended periods of time.
- Incumbent must be able to lift or move up to 10 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office work environment is clean, orderly, and quiet.
- Position works in-office three days per week. Joyce requires employees to be fully vaccinated against COVID-19 and to have received a COVID vaccine booster shot if a booster is indicated per CDC booster timing guidelines (subject to reasonable accommodation for those who cannot receive a COVID vaccination due to a disability or a sincerely held religious belief).

**TRAVEL REQUIREMENTS**

Moderate local and out of town travel is required to attend meetings, forums, events, and make site visits.
Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Steve Edwards is the Managing Director leading this search. To make recommendations or to express interest in this role please email joycefoundationvp@koyapartners.com. All nominations, inquiries, and discussions will be considered strictly confidential.

About Koya Partners

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

Learn more about how we can help you with your search on the Koya Partners website.