



Position Specification



Program Director: Technology Strategy

2024



POSITION SPECIFICATION

Position	Program Director: Technology Strategy
Company	Jim Joseph Foundation
Location / Headquarters	San Francisco, CA
Reporting Relationship	Chief Program Officer (Josh Miller)
Website	www.jimjosephfoundation.org

COMPANY BACKGROUND/CULTURE

Honoring the vision and legacy of its founder, the Jim Joseph Foundation is committed to the continued flourishing of the Jewish people and the culture, wisdom, and practices of Jewish life and learning. We affirm that Jewish ideas and Jewish people have a critical role to play in improving the lives of individuals, communities, and the world. We work with grantee partners to help all Jews, their families, and their friends lead connected, meaningful, purpose-filled lives and to make positive contributions to their communities and the world. The Foundation manages over one billion dollars of assets, using all its resources to foster compelling, effective Jewish learning experiences for young Jews in the United States.

CONTEXT FOR THE OPPORTUNITY

Today, technology is transforming how we all live and work, and nonprofit leaders must understand how to effectively use technology to advance their mission. In realizing the size and scope of technology challenges facing nonprofit organizations, the Foundation has created a new position that will lead the strategy in this space, identify and pursue possibilities for innovation and collaboration, seize opportunities to lift the field up as a whole, support our grantee partners, and aid our Program Officers in their work.

The Foundation seeks an experienced professional who can think strategically, foster collaboration, and who has the technical knowledge to guide the Foundation's strategy to position its field technologically for short- and long-term success. The ideal candidate will have demonstrated experience working consistently with the Foundation's first principles ([see here](#)), including looking around corners and being curious; and have experience with organizational change and capacity building, preferably within nonprofit settings. Consistent with the culture and practice at the Foundation, this role will include meaningful collaboration and networking with other foundations (both in the Jewish community and elsewhere) and with other technology capacity building organizations working in the nonprofit, education and social service sectors. While the Foundation has an initial scope for this role, it also acknowledges that in pioneering any area, experimentation and agility are critical. Attractive candidates could come from the for-profit business, nonprofit management, and/or the consulting world.



THE OPPORTUNITY

Reporting to the Chief Program Officer, the Program Director: Technology Strategy will play a critical role within the Program Team's work to help grantee partners maximize their impact in the community while also engaging in strategic thinking and implementation of new field-wide interventions. Through technological assessment and consultative relationships with grantee leaders, this person works to understand and address the Foundation's grantees' most promising areas for technology investment, and to match them with resources to build their internal capacities. This person utilizes his/her own expertise and the knowledge gained from these engagements to serve as a thought leader, build new coalitions, and drive sector-wide change.

KEY RESPONSIBILITIES

- **Strategy Development and Implementation**
 - Design, articulate and implement the Foundation's technology capacity building strategy across the sector and for grantee partners.
 - Identify capacity building needs with grantee partners and program officers, investigate investment opportunities in alignment with strategic priorities.
 - Manage grant agreements, contracts, and evaluations; monitor new and prospective investments in nonprofit capacity building, maintaining relationships with grantees and consultants.
- **Network & Partnership Building**
 - Foster philanthropic partnerships within and outside the Jewish philanthropy world.
 - Engage with nonprofit technology experts to explore emerging investment areas and collaboration opportunities.
 - Establish and manage a team of advisors specialized in specific technologies and change processes.
- **Evaluation and Learning**
 - Actively seek out and engage in ongoing professional development to remain at the forefront of emerging technologies, demonstrating a commitment to continuous learning and adaptation in a rapidly evolving tech landscape.
 - Support evaluation of major initiatives, engage in team learning, and share insights from project implementation and the broader field with colleagues and grantees.
 - Write about and present on this work in Foundation channels and other venues as appropriate.

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

The Program Director: Technology Strategy possesses knowledge of prevailing and upcoming best practices in nonprofit and business technology and is able to anticipate trends and the implications of those trends. They have experience in organizational capacity building and change. They are adept at evolving and executing the Foundation's strategy to enhance the field's technical sophistication, developing and managing new capacity building offerings, and assisting Program Officers with the technological facets of their portfolios. They are skilled in leading strategy design and new initiatives for the Foundation.



Other experience and qualifications include:

- 10+ years of relevant, progressive experience specific to system change, technical adoption, and user experience design; a minimum of 4 years of which were spent in foundations, nonprofits, social sector, education, or consulting.
- Proficient in a wide range of technologies including databases, system integration, cybersecurity, and AI.
- Well-versed in nonprofit leadership, management, capacity building, and organizational change topics, with strong training and technical assistance skills.
- Excellent communication, analytical, and organizational skills, with the ability to facilitate high-level discussions.
- Proven ability to work collaboratively, build trust, and inspire confidence among diverse stakeholders.
- Strategic, with robust problem-solving skills and a track record of balancing short and long-term objectives.
- Self-motivated and team-oriented, comfortable working independently and navigating complex leadership structures.
- Effective interpersonal skills for collaborative relationships with Foundation peers, grantees, consultants, and other stakeholders.
- Agile, adaptable individual comfortable with managing multiple projects, open to change, capable of navigating complexities, and willing to experiment and take risks.
- Displays professional judgment, objectivity, tact, and humility.
- Strong connections in nonprofit technology, IT, or related fields are preferable; familiarity with the organized Jewish community is preferred. Able to travel occasionally.

EDUCATION

Bachelor's degree in Computer Science, Business Administration or another relevant field is required

COMPENSATION

This is an exempt position with a starting salary range of \$175,000-\$200,000 based upon qualifications, knowledge and relevant experience

SELECTION OF BENEFITS

Medical, dental, and vision for employees 100% covered by the Foundation.

Up to 15 days paid time off (PTO) in Year 1 (allocation increases over time), 16 paid holidays, and 2 paid volunteer days.

Life, short & long-term disability covered at 2/3 to twice the annual salary depending on the plan

Up to 12% company 401(k) contribution based on your salary

Professional Development: \$3K annual allowance and generous team-professional development



WORK ENVIRONMENT

The Foundation has a hybrid work environment. We heavily value face-to-face time, but also recognize the importance of flexibility. Candidates should be living within commutable distance to San Francisco, or able to move to the SF Bay Area within commutable distance to San Francisco.

COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

The Foundation is an equal opportunity employer—we celebrate diversity and are committed to creating an inclusive environment for all employees.

The Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

KORN FERRY CONTACTS

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