

POSITION PROFILE  
PROGRAM DIRECTOR  
GUN VIOLENCE  
PREVENTION &  
JUSTICE REFORM

CHICAGO, IL



MANEVA

## ORGANIZATION OVERVIEW:

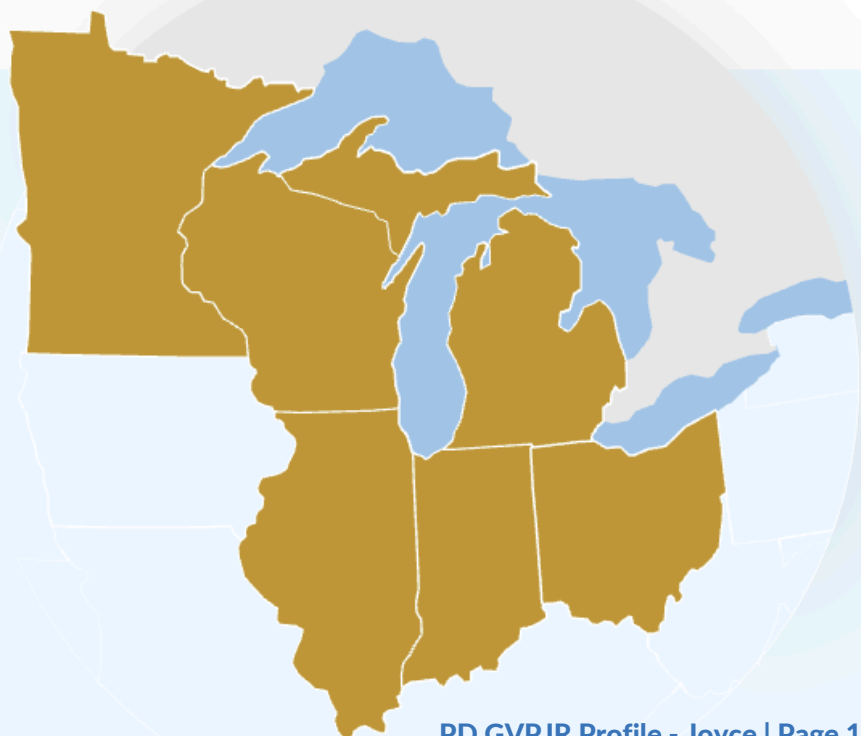
# TheJoyceFoundation

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. They support policy research, development, and advocacy in six program areas: Culture, Democracy, Education & Economic Mobility, Environment, Gun Violence Prevention & Justice Reform, and Journalism. They focus their grant making primarily in the region, while also exploring promising, evidence-informed policy solutions nationally and at the federal level. The Joyce Foundation makes charitable distributions of \$50 million annually on assets exceeding \$1 billion.

The Foundation's commitment to racial equity and economic mobility is reflected in their 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. It also is reflected in their business operations, as they work to measure the impact of their grant making, staffing, and contracting with the goal of creating greater, more equitable opportunities for people of color. Their work on this front is ongoing. They are committed to aligning their policies, practices, and resources to foster equitable opportunity for all. The Foundation has a staff of 30 and is governed by a 13-member Board of Directors.

You can learn more at [joycefdn.org](https://joycefdn.org).

## JOYCE FOUNDATION FUNDING REGION:





## **POSITION SUMMARY:**

# **PROGRAM DIRECTOR GUN VIOLENCE PREVENTION & JUSTICE REFORM**

The Program Director is responsible for developing and implementing the strategic plan for the Gun Violence Prevention and Justice Reform program area and provides oversight and guidance to Program Officers and the Program Assistant to ensure timely and consistent execution of all programs under their direction. In collaboration with the Vice President of Programs, the Program Director develops program strategies and goals that align to the Foundation's overall mission; ensures the effective implementation of program plans in accordance with the applicable grant making and grants management policies and processes and in furtherance of establish metrics and benchmarks; builds relationships and conducts outreach to advance awareness of the program.

This role carries responsibility for fostering connection - internally and externally. The Program Director is expected to help build and maintain a collaborative, mission-driven culture that values accountability, learning, and a sense of shared purpose. They cultivate strong relationships, raise the visibility of the program, and work closely with External Affairs to communicate impact and progress.

This Position is responsible for supervising three people: one Program Assistant and two Senior Program Officers.



## ESSENTIAL DUTIES:

### PROGRAM DEVELOPMENT & STRATEGIC PLANNING

- Develop program strategy across three focus areas--reducing gun violence, reforming the justice system, and violence intervention that accounts for policy opportunities and context and aligns to Foundation's overall mission
- Define program goals and objectives and establish program benchmarks for measuring progress; track team progress toward goals and objectives
- Develop and manage annual and multiyear grants budgets to maximize program goals
- Guide and oversee the program development and strategic planning work for the program portfolio assigned to Program Officers under their supervision
- Deepen and grow knowledge of the firearm violence, justice reform, and violence intervention fields through ongoing research and assimilation of information on matters impacting their program and policy area
- Collaborate closely with other Program Directors to align strategies, share learning, and integrate efforts across the Foundation's portfolios to maximize impact and advance shared goals

### MANAGEMENT OF PROGRAM TEAM

- Train, manage and mentor Program Officers to support their overall program knowledge and professional development
- Facilitate team discussion regarding program performance and provide appropriate feedback
- In conjunction with the Program Officers, supervise, support and train the Program Assistant to support the goals of the program
- Provide performance feedback to program team members collectively and individually

### PROPOSAL SOLICITATION AND EVALUATION

- Ensure that program activities, Board book preparation, proposal review schedules and other foundation functions are met
- Lead the program's overall gun violence prevention related grantmaking, with an emphasis on federal and state policy, firearms related research, community-based intervention strategies, and cross-sector collaborations that advance equitable and evidence-informed solutions.
- Solicit proposals consistent with strategy and goals of assigned portfolio through a process of reviewing letters of inquiry (LOI), site visits and other meetings
- Review, manage and properly acknowledge proposals and inquiries submitted for their assigned program area in accordance with the Foundation's policies and processes
- Evaluate submitted proposals based on Foundation's established evaluation criteria
- Prepare written grant recommendations and make oral presentations to the Management Team and the Board of Directors
- Maintain documentation related to funding requests, recommendations and outcomes





## ESSENTIAL DUTIES:

### GRANTS MANAGEMENT AND OVERSIGHT

- Monitor funded projects and review grant reports for fulfillment of the terms of the contract, legal and IRS compliance for assigned program portfolio
- Enter and track information in FLUXX grants management system
- Support grantees to achieve program objectives, improve capacity and meet terms of the Foundation agreement through technical and other assistance

### COMMUNICATION & CONVENING

- Represent Foundation to foster collegial relationships with other grant makers, prospective grantees, other non-profit organizations and policymakers in the field and media
- Identify and work with grantees, peer funders and policy leaders to facilitate their communication, information sharing and collaboration
- Leverage Foundation to convene meetings that strengthen the program ecosystem
- In conjunction with External Affairs, communicate key program messages, opportunities and impact
- Deepen thought leadership in the field through ongoing research and assimilation of information on matters impacting their program and policy area
- Serve as a collaborative and solutions-oriented team member—demonstrating high emotional intelligence, creativity, and the ability to work across program areas to advance integrated strategies and innovative approaches



## LEADERSHIP COMPETENCIES & PERSONAL CHARACTERISTICS

*While no candidate will possess every qualification, the most competitive leaders will bring a combination of the following qualities, experiences, and attributes:*

### GROUNDING IN PRACTICE & POLICY

- Demonstrates a deep understanding of gun violence prevention and/or justice reform through a blend of lived experience, academic research, and/or hands-on implementation. Comfortable translating between data and community needs, and between research and real-world outcomes. Credible with practitioners, advocates, public officials, and researchers alike.

### STRATEGIC THINKER & ADAPTIVE LEADER

- A thoughtful and future-oriented leader who can navigate ambiguity, especially during times of organizational transition. A leader with a strong orientation toward strategy and resource alignment, with the ability to shape programmatic direction within an evolving foundation-wide planning process. Experienced in program design, policy strategy, or systems change, ideally within philanthropy, government, or nonprofit contexts.

### SKILLED GRANTMAKER & CONVENER

- Experienced in grantmaking or adjacent funding strategy, with a track record of aligning resources to ideas. Understands the dynamics of coalition building, shared investment, and collaborative field leadership. Brings the judgment and initiative to lead planning and implementation while navigating foundation processes.

### COMPELLING COMMUNICATOR & FIELD AMBASSADOR

- A confident public speaker and persuasive advocate for Joyce's values and priorities. Capable of representing the Foundation at convenings, briefings, and in the media, particularly in Chicago but also nationally. Displays clarity, purpose, and thoughtfulness through their public voice.

### POLITICALLY ASTUTE & CULTURALLY FLUENT

- Brings tact, humility, and experience navigating politically sensitive spaces with integrity. Skilled in building trust across lines of difference, including with community leaders, policymakers, researchers, and funders. Understands the power dynamics of race, class, and lived experience in the gun violence and justice spaces.





# LEADERSHIP COMPETENCIES & PERSONAL CHARACTERISTICS

## COLLABORATIVE & ENTREPRENEURIAL COLLEAGUE

- Excited to work across issue areas and alongside peers in other Joyce programs. Takes initiative, asks “what else can I be doing,” and thrives in environments that reward curiosity and teamwork. Models the Foundation’s evolving shift away from siloed work toward collective learning and shared impact.

## INCLUSIVE LEADER & RELATIONSHIP BUILDER

- Someone who displays emotional intelligence, active listening skills, and humility. Able to lead with influence rather than authority, earning trust through follow-through, transparency, and respect. Skilled at engaging with a wide range of stakeholders, from elected officials to on-the-ground practitioners.

## IMPACT-ORIENTED & FIELD-BUILDING

- Brings a bold and hopeful vision for change in gun violence prevention and justice reform. Oriented toward measurable progress - whether through policy change, research translation, or funder mobilization. Strives to leverage Joyce’s influence to bring new partners and investments into the work.



## COMPENSATION AND BENEFITS

Salary is based on a variety of factors including, but not limited to, skill set level and years of previous/applicable experience. **The Foundation offers a competitive salary range of \$180,000 - \$215,000**, along with a comprehensive benefits package designed to support the well-being of our team. Benefits include high-quality medical, dental, and vision insurance; 401(k) and 403(b) retirement plans, Employer Matching Program with a generous 2-to-1 match; and robust paid time off policies. Employees also have access to pre-tax savings accounts for FSA health, dependent care, transit, and parking, as well as employer-paid life and disability insurance. Additional offerings include a Healthy Lifestyle Reimbursement Program, access to an on-site fitness center, and an Employee Assistance Program. The Foundation is committed to continuous learning and professional development opportunities.

This is a hybrid role, in office 3 days a week at Joyce's Chicago office. The Program Director will have frequent local and out of town travel as they are required to attend meetings, forums, events and make site visits.

## HOW TO EXPRESS INTEREST

To express your interest in this opportunity, please submit your resume and cover letter [here](#).

All inquiries and discussions will be handled with the utmost confidentiality. This position is available immediately, and applications will be reviewed on a rolling basis until the role is filled.

We look forward to hearing from you!



## ABOUT MANEVA GROUP

**Maneva Group** is a leading woman and minority owned executive search firm dedicated to connecting exceptional talent with organizations committed to making a meaningful impact. Through a consultative and client-focused approach, Maneva Group partners with mission-driven organizations to build transformative leadership teams.

Our name, Maneva, comes from the combination of two Sanskrit words: **"Mānav"** meaning mankind & **"Sevā"** meaning service. We are driven by the ideal of our name - **service to humanity**.