



## Program Director

The Greenwall Foundation is seeking an experienced and thoughtful Program Director with a strong background in bioethics, strategic thinking, and program/project design and management to join its small, dynamic staff in Washington, DC.

### About the Foundation

The Greenwall Foundation is committed to making bioethics integral to decisions in healthcare, policy, and research. It focuses on funding bold, cutting-edge bioethics projects with the goal to improve policy and practice. The Foundation further supports bioethics leaders to deliver thoughtful solutions to some of the world's most pressing challenges, such as current decision-making around who gets the COVID-19 vaccine first.

### Primary Responsibilities

The Program Director reports to the President & CEO. Responsibilities include:

- With the President & CEO, providing overall management of the Foundation's program and grantmaking activities and participating in the development of innovative programs and special projects that support the Foundation's vision of making bioethics integral to decisions in health care, policy, and research. Monitoring developments in bioethics and acting as a resource and catalyst for the development, implementation, and review of programs and special projects.
- Overseeing the efficient and effective operation of the Foundation's grant programs and implementing all aspects of grantmaking including (i) advertisement, (ii) application and review processes, (iii) reviewing and analyzing grant proposals, (iv) communications with potential applicants, applicants, and grantees, (v) grant reporting and follow-up, and (vi) program evaluation.
- With the President & CEO, conceptualizing, organizing, and overseeing program-related meetings and events. Liaising with and managing program-related Foundation vendors and contractors.
- Preparing clear, well-organized written materials for Board and Committee meetings. Reviewing communications and marketing materials that champion the work of the Foundation and its grantees. Representing the Foundation at meetings at the request of the President & CEO.
- Undertaking additional special projects and duties as assigned.

## Skills/Abilities

- Strong familiarity with bioethics, the bioethics literature, and grantmaking, with a seasoned perspective. Demonstrated ability to research, analyze, and summarize bioethics issues and developments in the field.
- Highly capable writer and editor, avid and curious reader, and an articulate public speaker, with the ability to represent the Foundation positively to key stakeholders as well as the public.
- Creative, analytical, and strategic thinker with the ability to solve problems effectively and to envision and anticipate beyond the near term.
- Very strong achievement orientation and project management skills with a focus on completing tasks and objectives in a timely, organized manner and keeping multiple projects and processes moving. The abilities to multi-task and set priorities are critical.
- Strong computer skills and technological fluency.
- Provides feedback and guidance to others respectfully and skillfully. Works productively both as a team member and independently.
- Appreciates the role of the Board and the dynamics of successful Board-staff interaction.

Excellent interpersonal skills, sound judgment and discretion, and close attention to detail are also important for this position. Some travel is expected.

## Education/Expertise

An advanced degree and 7 or more years of professional experience in bioethics or a related field are required. Ideally, the candidate has, through their work, become familiar with grantmaking processes as well as bioethics' role in impacting policy and practice. Previous work with a foundation/nonprofit organization is a plus.

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The Greenwall Foundation offers a generous full benefits package, which includes medical, dental, and vision insurance as well as a retirement plan and flexible vacation days. Salary is commensurate with experience.

Please send a cover letter, resume, two writing samples (including one that is one page or less), and three references to [hire@greenwall.org](mailto:hire@greenwall.org) (subject line: "Program Director") by February 12, 2021.

The Greenwall Foundation is an equal opportunity employer.