



PAUL M. ANGELL FAMILY FOUNDATION

Senior Program Officer, Conservation
Position Prospectus



*Greater Washington DC
Remote/Hybrid/Travel*

ABOUT THE ORGANIZATION

The Paul M. Angell Family Foundation (PMAFF) was established in 2011 to honor the legacy of Paul M. Angell, a man whose life and values continue to inspire the mission and work. The foundation is dedicated to fostering thriving and equitable communities where the power of the arts flourishes and healthy oceans sustainably support both human and marine life.

Read more about Paul M. Angell [here](#).

His story is emblematic of the resilience and industrious spirit that we strive to honor through our work. We believe that meaningful societal change is best achieved through the constructive involvement of individuals and communities.

The Paul M. Angell Family Foundation is a private grantmaking foundation that financially supports three main philanthropic areas: **conservation, performing arts, and social impact.**

CONSERVATION

The Conservation Program works to protect the world's oceans and marine species by funding programs, projects, and organizations that enhance marine biodiversity and confront the threats that imperil ocean health. Marine ecosystems are vital to life on earth, supporting vast biodiversity and providing livelihoods for communities globally. Unfortunately, these ecosystems face significant threats from human activities, including climate change, habitat destruction, overfishing, and pollution. PMAFF supports initiatives that implement sustainable Marine Protected Areas, reform international fisheries governance, conserve coral reefs and shark species, increase legal capacity for marine conservation, end plastic pollution, and combat climate change by decarbonizing maritime shipping and building international political will for climate action. Our strategic grantmaking emphasizes collaboration with ocean-focused donor-advised funds and funding collaboratives, utilizing a bi-annual grantmaking process to maximize impact.

PERFORMING ARTS

PMAFF's Performing Arts program aims to promote and perpetuate classical music and theater. We support professional performers, presenters, educators, and broadcasters primarily in Chicago, Cleveland, Detroit, and the Mid-Atlantic region. Our focus excludes dance, film, and individual commissions, concentrating instead on organizations that can significantly contribute to the arts community.

SOCIAL IMPACT

The Social Impact program strives to build equitable, safe, and thriving communities, particularly for low-income African, Latino/a, Asian, Arab, and Native American (ALAANA) populations. We address the root causes of systemic inequities and support initiatives that promote quality education, economic empowerment, justice, and antiracist advocacy. Currently, new grant requests are considered only within the Chicago metropolitan area, although existing grantees may request renewals.

General Operating Grants: *Flexible funds for use at the organization's discretion.*

Program/Project Grants: *Targeted funds for specific programs, requiring a detailed budget and narrative.*



THE OPPORTUNITY

This newly created role comes at a pivotal moment of growth and transformation for the Foundation, offering a unique platform to shape and lead a new signature global marine conservation initiative. The Foundation's commitment to growth is underscored by our increasing assets and positioning ourselves as one of the largest marine conservation funders in the country. This role is not just about leadership and innovation; it is about joining a place where people thrive, supported by a culture of compassion and ingenuity that honors the legacy of their founder, Charles T. Angell.

In this position, as the Senior Program Officer, Conservation you will be charged with developing and implementing a major new grant portfolio to deliver funding to increase legal capacity to support the delivery of marine conservation. It offers an intellectually stimulating environment and the chance to contribute to far-reaching geographical and temporal impacts. This is truly a once-in-a-career opportunity to be on the ground floor of significant conservation initiatives, **helping deliver a healthy global ocean teeming with life, and fostering resilience to climate change.**

Working closely with the Board President, Senior Director of Conservation, and other key stakeholders, you will have the autonomy to innovate and build processes that advance the Foundation's conservation goals and influence the broader organizational practices.

Joining a team that will expand from three to at least five members over the next two to three years, you will help define the Foundation's conservation voice and personality on a global stage. Your expertise will guide a very momentous part of the international portfolio, creating a significant and lasting impact on marine conservation. This is a greenfield opportunity, allowing you to bring creative solutions and new ideas to a well-connected and respected organization in the conservation community.

Do you see yourself as the right candidate to join the team as they continue this exciting journey, making a profound difference in conservation, and being a part of an organization that is growing and evolving while staying true to its mission of creating thriving and equitable communities?

KEY RESPONSIBILITIES

Shaping programs (approximately 40% of the position)

- In 2024/25 develop and implement a comprehensive scoping project to inform the growth and implementation of grantmaking for legal strategies that advance and deliver marine conservation.
- Develop and implement a grantmaking strategy based on the results of the scoping project, including through defining objectives and potential partners for grantmaking, communicating priorities and representing the Foundation in appropriate fora, developing and deepening relationships with leaders and experts in the field, grantees, other relevant ocean philanthropies, and key stakeholders.
- Help shape national and international funding for legal support to marine conservation across the wider conservation sector. Serve as content expert on this issue, shaping efforts to develop new projects for these areas.
- Collaborate with other PMAFF staff to inform the strategic direction and growth of the Foundation
- Represent the Foundation at conferences, seminars, and official forums.

Grants Management (approximately 40% of the position)

- Respond in a timely and respectful manner to inquiries from grantees and applicants
- Evaluate applications for funding. Manage a portfolio of grants. Conduct site visits, meet with current and prospective applicants
- Provide the board with thoughtful, well-reasoned funding recommendations and compelling high-quality written documents
- Attend and participate in board meetings as requested by the Board, Managing Director, and Senior Director of Conservation
- Communicate and provide support to grantees to meet their goals and objectives. Convene meetings with grantee partners and colleagues as needed
- Work with the Grants Manager to ensure that grants data is accurate and complete and meets compliance standards.

Organization Relations and Culture (15%)

- Participate in the change management of the Foundation
- Support the other members of a growing team to advance individual and collective team goals
- Participate in the hiring and onboarding for those under another's supervision
- Participate in cross-functional working groups, learning opportunities, and special projects to support foundation-wide learning and development goals, including those related to Diversity, Equity, and Inclusion, and advancing an anti-racist organizational culture and practices.

Other (5%)

- Actively participate in required staff and Board meetings and partner with staff on agenda items and materials
- Participate in educational opportunities and professional networks
- Protect the organization by keeping its information confidential
- Provide conservation content for the website
- Other duties as assigned.

EXPERIENCE & QUALIFICATIONS

- Juris Doctorate (JD) degree from an ABA accredited law school
- A minimum of 8 years of experience in government, philanthropy, or an advocacy organization, preferably in ocean conservation
- Direct experience in a legal capacity or ancillary role
- Professional presence and gravitas to capably represent the Foundation and uphold its reputation
- Demonstrated ability to design and deliver oversight to an international conservation program.
- Demonstrated ability to develop strategic responses or solutions in a collaborative manner.
- Excellent project management skills, ability to manage heavy workloads under deadlines
- Excellent writing and analytic skills, including the ability to assess and synthesize complex information and briefly summarize the essence of issues and means to address them
- Demonstrated ability to move effectively between big picture and meticulous work required
- Ability to lead and supervise other staff and further their professional development
- Ability to employ a multi-pronged evaluation effort to assess, develop, implement, and refine strategy (observation, interview, surveys, reports, qualitative and quantitative methods etc.)
- Ability to understand financial reports;
- Strong knowledge of Mac and Microsoft Office platforms (Word, PowerPoint, Excel) and working in databases.

COMPETENCIES & PERSONAL ATTRIBUTES

- A strategic thinker
- Strong capacity to manage multiple projects and activities simultaneously
- Ability to communicate with and work effectively with diverse constituencies, personalities, and viewpoints with a diplomatic and mature approach
- Exhibits awareness of and works to address one's own privileges, biases, and cultural preferences and how they impact collaboration
- Dedicated to an organizational-wide culture of learning.

WORK ENVIRONMENT

- This is full-time, remote/hybrid role from a location in or near Washington, DC. Evening and weekend work are occasionally required.
- Travel in the US approximately once a month (Chicago headquarters) for several days. Regular international travel.
- While performing the duties of this job, the employee is regularly required to talk or hear and use hands to operate equipment such as computers, phones, photocopiers, scanners, filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear and use hands to operate equipment such as computers, phones, photocopiers, scanners, filing cabinets. Reasonable accommodation will enable qualified individuals with disabilities to perform the position's essential functions.
- The Foundation is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.



ORGANIZATIONAL VALUES

- **Excellence:** We are committed to excellence in all aspects of our work, from grantmaking to collaboration. We aim to be informed, impactful, and respectful in all our interactions, constantly striving for improvement.
- **Respect:** We value our grantee partners and their expertise, respecting their time and contributions. We are equally committed to fostering an equitable workplace where all employees thrive and feel a sense of belonging.
- **Humility:** As a learning organization, we continuously seek to improve by learning from our grantees, their constituents, and each other. We are open to feedback and willing to adjust our practices as we learn.
- **Empathy:** Compassion is at the heart of our philanthropy. We care deeply about the issues and people we support, recognizing the challenges they face and being empathetic to unforeseen barriers.
- **Authenticity:** We build relationships based on honesty and transparency. We own our failures, learn from them, and share those lessons openly. We approach challenges with curiosity, open minds, and open hearts.
- **Collaboration:** We strive to be thoughtful partners, listening to, sharing with, and learning from our grantee partners and the communities they serve.

Through these values, the Paul M. Angell Family Foundation remains dedicated to embodying the legacy of Paul M. Angell, fostering a future where communities and ecosystems alike can thrive.

OUR DIVERSITY AND EQUAL OPPORTUNITY CORE VALUE

Paul M. Angell Family Foundation is committed to equal employment opportunity and to compliance with applicable local, state, and federal antidiscrimination laws which prohibit discrimination and harassment against any employees or applicants for employment based on their actual or perceived race, color, religion, age, ancestry, marital status, protective order status, military status, sexual orientation, gender identity, gender expression, work authorization status, pregnancy and the potential or intention to become pregnant, AIDS/HIV status, medical condition, status as a victim of domestic, sexual, gender or criminal violence, certain arrest or criminal history records, lack of a permanent mailing address or a mailing address that is a shelter or social services provider, and use of lawful products outside of work during non-working hours.

We will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

DESIRED START DATE

Summer/Fall 2024

COMPENSATION

For candidates living in greater Washington, DC, the base pay range for this role is \$152,965 - \$191,206 annually. New hires are typically hired into the middle portion of the range, enabling employee growth in the range over time. Actual placement in range is based on job-related skills and experience, as evaluated throughout the interview process. Outside of DC, the base range for the role is \$139,059 to \$173,824.

BENEFITS

Paul M. Angell Family Foundation offers a highly competitive comprehensive benefits package. Several significant highlights include:

- Healthcare: 100% paid Platinum PPO health insurance premium for employees/80% for dependents or family.
- Dental and Vision: 100% paid premium for employees, dependents, and family.
- 403b retirement savings plan employer contributions match: After three months of employment, the Foundation will contribute up to 9% of the employee's salary—5% will be an outright contribution, and the Foundation will match up to 4% of the employee's contribution to the plan.
- In addition to vacation, holidays, wellness, and sick days, the PMAFF offices are closed from December 26th through New Year's Day annually and employees' salaries are paid during this closure.
- Twelve weeks of paid parental leave for a birth parent, non-birth parent, or adoption.

LOCATION

Remote/hybrid with team meetings from a location in or near Washington, DC. Evening and weekend work are occasionally required.

TRAVEL

Travel in the US (Chicago headquarters) approximately once a month for several days. Regular international travel required.

TO APPLY

The Paul M. Angell Family Foundation has retained ThinkingAhead Executive Search's Nonprofit Division to serve as our recruiting partner. If you are interested and qualified, please submit your resume and cover letter to:

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