

March 19, 2025

The John Randolph Haynes and Dora

HAYNES FOUNDATION

Recruitment for the New Position of

PROGRAM DIRECTOR

We are seeking a Program Director to help advance the Foundation's Governance and Democracy Initiative in the Los Angeles region and support related grantmaking and community programs.

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Position Overview

The John Randolph Haynes and Dora Haynes Foundation is seeking a Program Director to help advance the Foundation's Governance and Democracy initiative in the Los Angeles region, and to support related grantmaking and community programs. The ideal candidate brings intellectual rigor and practical judgment, along with demonstrated exceptional analytic and communications skills, as a thought partner in helping to advance an evolving strategy to advance governance reform. This individual is action-oriented, eager to grow within a mission-driven philanthropic environment.

The Program Director will work under the direct supervision of the Executive Director and in close collaboration with the Operations and Grants Manager in a small, collaborative team.

This role is well-suited for a strategic thinker who is equally comfortable rolling up their sleeves to execute complex initiatives and who is motivated to build long-term expertise in governance reform and philanthropic strategy. The Program Director will play an important role in advancing one of the Foundation's most consequential initiatives, helping to ensure that the implementation of the historic L.A. County governance reform can better serve its people.

About the Foundation

The John Randolph Haynes and Dora Haynes Foundation celebrates its 100th anniversary this year.

The Foundation's Governance and Democracy initiative, launched in 2024, reflects the Foundation's renewed and determined focus on action-oriented research to bolster local governance and democratic institutions, civic

participation, and public accountability in the L.A. region. Since its inception, the Governance and Democracy initiative has awarded 14 grants totaling more than \$3 million to institutions to advance these goals across Los Angeles County and the entire region.

Why This Role Matters Now

A central focus of the Foundation's work is the successful implementation of the Los Angeles County governance reform (Measure G), approved by the voters in November 2024.

The implementation of this reform presents a rare opportunity to strengthen institutional accountability, modernize public structures, and improve the effectiveness of local government at scale. The Foundation is uniquely positioned to support thoughtful, data-informed recommendations aimed at strengthening this public system's ability to deliver services and strengthen accountability, transparency and efficiency.

The Program Director will help shape and advance the next phase of this work. This position combines strategic grantmaking, community engagement, public communication, and program evaluation.

What Success Looks Like

Over the next 18–24 months, the Program Director will play a significant role in aligning the Foundation's grantmaking and convenings, particularly the evolving implementation of Measure G, helping ensure that research investments and civic dialogue contribute to informed, durable governance reform. Success will be defined by the Foundation's ability to serve as a thoughtful, research-informed contributor to structural, policy and practice improvements in Los Angeles County government and throughout the region.

Key Responsibilities

Strategic Work

- Contribute to the ongoing implementation and refinement of the Governance and Democracy initiative, ensuring grantmaking aligns with the direction and priorities set by the Foundation's Board of Directors.
- Under the supervision of the Executive Director, manage the Foundation's L.A. County governance reform efforts, including oversight of Measure G-related activities, liaison with grantees, and active participation in meetings and convenings.
- Help assess grant impact, policy relevance, and initiative alignment, collaborating with the Operations and Grants Manager to ensure evaluation findings are thoughtfully reflected in reporting externally and internally.
- Provide analysis and recommendations on Letters of Interest, full proposals, directed research, and consulting agreements.
- Review proposal and final budgets to assess reasonableness, feasibility, and alignment with project activities.
- Collaborate with the Operations and Grants Manager, who oversees grants administration systems, documentation, compliance, and workflow processes.
- Provide guidance and supervision to interns or temporary research assistants as assigned.
- Organize and oversee post-grant evaluations to inform learning, strategy development, and future funding priorities

Community Engagement

- Collaborate with the Executive Director to build and sustain relationships with partners in philanthropy, academia, government, media, and community organizations across the Los Angeles region.
- Help plan and execute public forums, policy discussions, and convenings of community leaders, researchers, and practitioners.
- When needed, represent the Foundation at public meetings, policy discussions, and civic convenings.

Board and Institutional Support

- Prepare program analyses and memoranda for the Executive Director, Board of Directors and relevant Board committees.
- Support the Executive Director and Board of Directors in the continued evolution of the Foundation's governance-focused strategic direction.

Communications Oversight

- In collaboration with the Operations and Grants Manager, provide program direction and content guidance to communications and website consultants to ensure alignment with the program.
- Contribute to the development of public-facing materials communicating the Foundation's work and impact.
- Other duties as required.

Qualifications

Education and Experience

- A master's degree in Public Administration, Public Policy, Political Science, Urban Planning, or related social sciences field is preferred. Exceptional candidates without these educational markers may be considered based on their organizational, policy, or community experience.
- Minimum of 5+ years of progressively responsible experience working with or within academic and other research, public policy, philanthropy, nonprofit or community organizations.

Knowledge and Skills

- Understanding of governance, democracy, public institutions, and civic life in the Los Angeles region.
- Strong analytical skills, including the ability to assess complex research and policy proposals and review project budgets for reasonableness and feasibility.
- Excellent written and verbal communication skills, with the ability to prepare materials for diverse audiences.
- Experience organizing convenings, public events, and cross-sector collaborations.
- Ability to work effectively in partnership with researchers, practitioners, and community leaders.
- Hard worker with demonstrated ability to work collaboratively within a small, mission-driven team.
- High level of professionalism, discretion, and judgment.

Personal Attributes

- Commitment to strengthening democratic governance and civic institutions in Los Angeles.
- Strategic thinker with the ability to translate broad goals into operational processes.
- Organized and detail-oriented, with strong follow-through.
- Trustworthy thought partner who brings practical, real-world skills and perspective.
- Skilled relationship builder with credibility across academic, policy, philanthropic, and community sectors.

Compensation and Benefits

Salary range: \$130,000 – \$150,000 annually, commensurate with experience.

The Foundation offers a competitive benefits package, including paid vacation and sick time, thirteen paid holidays, a health-care allowance, paid parking, and matching retirement contribution.

This position is based in downtown Los Angeles.

The Haynes Foundation is an equal-opportunity employer. It is our policy to provide equal opportunity to all employees, applicants, and grantees. The Foundation does not discriminate against any person because of race, creed, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or political affiliation. We encourage all qualified applicants to apply.

To Apply

Please submit your application materials as a single packet, including:

- One-page cover letter expressing your interest in the position and relevant qualifications
- Resume (no more than two pages)
- Your preferred contact information
- Three professional references

Applications should be sent to info@haynesfoundation.org with the subject line: **“Program Director Application.”**

For questions regarding the position, please contact the Foundation at info@haynesfoundation.org.