



Job Description

Position: Director of Giving and Impact

Location: New York, New York

Hours: Full time

Three Cairns Group was established as a private family office in 2015. A founding tenet of our organization is to effect positive social impact on a core set of issues, including climate, education, mental healthcare access, equity and opportunity, and economic development in New York City and communities in Rhode Island and upstate New York. Three Cairns Group utilizes numerous levers for change, including values-aligned investments, grantmaking, and political advocacy.

ABOUT THE POSITION

Three Cairns Group seeks a resourceful and results-oriented person to join our small and collaborative team in a new role created to increase the focus and impact of our grantmaking as an important lever in our efforts to effect change. The Director of Giving and Impact will report to the Managing Director of Three Cairns Group and will work directly with the Principals and other staff. This role will involve being a thought partner in the development of strategy for philanthropic endeavors and as part of the broader impact program. The Director will be responsible for the evaluation of philanthropic initiatives and due diligence, and will oversee the implementation, organization, and administration of the grantmaking activities of the family office.

Among the responsibilities:

- Support initiatives of the principals in furtherance of philanthropic priorities
- Research initiatives and organizations in areas of program interest
- Convene thought leaders and build effective networks in areas of focus
- Act as gatekeeper, representative and ambassador to field giving requests and other inquiries
- Pursue best practices in implementation, administration and oversight of philanthropic activities
- Develop written summaries of current and prospective grantees
- Identify, track, and analyze key performance indicators of grantees
- Work with Three Cairns Group leadership to refine philanthropic strategies and goals

PROFESSIONAL QUALIFICATIONS, SKILLS, AND ATTRIBUTES

Education and experience:

- A bachelor's degree with a strong academic record is required
- Graduate degree or study in relevant field is preferred
- 5+ years of work experience in philanthropic or nonprofit organization that provides understanding of effective social change
- Experience with nonprofit due diligence, financial analysis and program evaluation
- Knowledge and facility with range of philanthropic vehicles and spectrum of philanthropic tools

November 2019

- Demonstrated interest and commitment to areas of focus. Experience in environmental or climate philanthropy is strongly preferred

Skills:

- Persuasive communicator with excellent writing, listening, and speaking skills
- Independent self-starter and collaborative team player
- Effective organizational and project management skills. Ability to multitask and manage numerous projects and deadlines
- Influential team builder and networker
- Strong analytical, quantitative, and problem-solving skills
- Technologically savvy with proficiency in Microsoft Office and experience with grants management or database/CRM software

Personal Attributes:

- Curious and eager to learn
- Open-minded and adaptable to change. Ability to thrive in small, nimble organization and comfortable with an evolving strategic focus
- High integrity, honesty, and commitment to quality
- Personable, articulate, and diplomatic while honest in identifying challenges
- Discreet and respectful of confidential information
- Accountable, with strong ownership of individual responsibilities

COMPENSATION

Compensation for this position includes a competitive salary commensurate with experience and an excellent package of health and employee benefits.

HOW TO APPLY

Interested applicants should send a cover letter, resume, and writing sample to recruiting@threecairnsgroup.com. All correspondence will remain confidential. Only candidates to be interviewed will be contacted.