



THE PEW CHARITABLE TRUSTS

VICE PRESIDENT, PHILADELPHIA PROGRAM

www.pewtrusts.org

The Organization:

The Pew Charitable Trusts uses data to make a difference. For more than 70 years, we have focused on serving the public, invigorating civic life, conducting nonpartisan research, advancing effective public policies and practices, and achieving tangible results. Through rigorous inquiry and knowledge sharing, we inform and engage public-spirited citizens and organizations, linking diverse interests to pursue common cause. We are a dedicated team of researchers, communicators, advocates, subject matter experts, and professionals working on some of today's big challenges – and we know we are more effective and creative collectively than we are individually. With Philadelphia as our hometown and the majority of our staff located in Washington, DC, our U.S. and international staff find working at Pew personally and professionally rewarding.

Wise stewardship of resources allows Pew employees to pursue work that strategically furthers our mission in significant and measurable ways. We collaborate with a diverse range of philanthropic partners, public and private organizations, and concerned citizens who share our interest in fact-based solutions and goal-driven initiatives to improve society. Pew attracts top talent, people of integrity who are service-oriented and willing to take on challenging assignments. We provide competitive pay and benefits, a healthy work-life balance, and a respectful and inclusive workplace. Pew employees are proud of their colleagues, proud of where they work, and proud of the institution's reputation.

The Philadelphia Program:

Through the Philadelphia Program Pew seeks to foster a vibrant civic life in our hometown, where our ties date back more than seven decades. Our current efforts focus in four areas: (1) encouraging a thriving arts and cultural community; (2) supporting the health and welfare of the region's most vulnerable residents; (3) informing discussion on important policy issues facing the city, such as those related to its long-term economic prosperity; (4) more broadly, strengthening Philadelphia's appeal to visitors and residents alike. We accomplish this work using a variety of tactics, including grantmaking; conducting research and sharing our findings through publications, meetings, and public events; and partnering with a range of nonprofit, philanthropic, government, and civic leaders and organizations. We draw on the national- and state-level experience of other Pew programs, while serving as Pew's signature initiative for addressing issues affecting a large U.S. city—one with a majority Black and Hispanic population, a rich history, diverse and characterful neighborhoods, and opportunities as well as challenges. The Philadelphia program also houses two units that are not limited to this region but reflect the charitable interests of Pew's founders, one focused on religion and public life, and the other on a small group of legacy institutions.



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The Role:

Location: Philadelphia, PA – flexibility to telework up to 60% for most staff

Reports to: Executive Vice President & Chief Program Officer

Position Summary:

The Vice President is responsible for the strategic direction of the Philadelphia program and Pew's broader engagement with a diverse city and region. The leader oversees a team of approximately two-dozen staff and their execution of the portfolio's various lines of work, as described above and further below. The vice president works in partnership with Pew's other program leaders to foster collaboration and leverage organization-wide expertise and is a key contributor to the overall program leadership and management teams. The vice president of the Philadelphia program reports to the Executive Vice President and Chief Program Officer (EVP/CPO), who is based in Pew's Washington, DC, office.

Key Responsibilities:

Leadership and strategy setting

- Set the strategic direction for Pew's overall role in Philadelphia and oversee the portfolio's various lines of work, in the context of Pew's organizational mission, commitments, and focus on inclusion-diversity-equity:
 - The [Philadelphia research and policy initiative](#), which conducts rigorous, objective, and nonpartisan research, including peer-city comparisons, focused on critical challenges facing the Philadelphia region, convenes important stakeholders, and identifies, recommends, and advances the most promising interventions to address them.
 - The program's support for the [Pew Center for Arts & Heritage](#), Pew's primary vehicle for supporting the Philadelphia region's arts and culture sector.
 - The [Pew fund for health and human services](#), which is the program's strategy of investments in high-performing social services organizations that have substantial potential for greater reach and impact, along with support for organizations that respond to emerging social challenges.
 - [Civic initiatives](#) that promote Philadelphia's appeal to residents and visitors alike and leverage the city's assets.
- Provide guidance to position the leaders of the portfolio's teams to effectively assess problems to be addressed, develop strategies, set project goals and targets, realize objectives, build cohesive teams, and ensure professional development and mentoring of staff.
- Working with staff, evolve and implement plans to incorporate Pew's commitment to inclusion, diversity, and equity into the work and operations of the Philadelphia program. Identify and communicate lessons learned to help promote IDE across the institution.
- Foster an internal culture that encourages transparency, vulnerability, trust, innovation and learning, excellence and that is conducive to all staff voices being heard and ensures that staff are treated equitably.



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- Work with program's EVP/CPO and with portfolio senior leadership and the strategy portfolio to develop new projects and meet regularly with EVP/CPO to provide updates on project activities.
- Develop and maintain a broad and technical knowledge of relevant trends and dynamics affecting Philadelphia, including public policy, research, funding, political, leadership, and other environmental shifts that span and provide context for the portfolio's efforts. Advise the EVP/CPO on potential new programmatic directions or ways to modify existing programs.

Internal relationships and processes

- Actively participate, as a member of Pew's leadership team, with other senior vice presidents, vice presidents, as well as the EVP/CPO and President and CEO in efforts to strengthen Pew as a whole, including engagement on issues such as Pew's culture, strategic direction, and staff retention and engagement and inclusion, diversity and equity.
- Foster strategic collaboration with Pew's government performance portfolio and other program teams that bring additional capacity and expertise to Philadelphia, and also contribute to their policy initiatives as appropriate.
- Meet and engage with Pew's board of directors quarterly to discuss portfolio strategy and present information on project activities and funding requests.
- Provide oversight to ensure human resources, lobbying, and contract policies and procedures comply with Pew regulations.
- Work with Pew communications staff and projects to ensure appropriate communications strategies are developed and implemented.

External relationships

- In collaboration with Pew's partnerships department, cultivate strong working relationships with potential donors (both foundations and individuals) for the purpose of securing financial resources needed to achieve program objectives.
- Engage regularly with a diverse group of organizations to understand their priorities, perspectives, and future direction and to communicate Pew's priorities and initiatives and as appropriate to identify opportunities for collaboration. Have a deep understanding of the major players and networks in the Philadelphia region and the outstanding concerns of a broad range of policymakers, nonprofit, business, civic leaders, community leaders, and practitioners.
- Participate in conferences, seminars, and other professional development activities. Represent Pew at public forums and in front of key audiences.
- With Pew's government relations staff and projects, represent the organization to state and local policymakers on relevant issues.



Qualifications:

Minimum requirements

- A minimum of 15 years of professional experience, with responsibility for strategic planning, idea development, project and staff management.
- A demonstrated understanding of issues of importance to Philadelphia and other large cities with a similar demographic ; substantial knowledge of the region’s civic landscape.
- Minimum of 10 years of previous direct supervisory experience, including experience managing large teams, managing performance management processes for direct reports, and providing career development advice and counsel. Experience running multiple projects and programs concurrently preferred.

Key attributes and preferred experience

- Values and demonstrates a commitment to inclusion, diversity, and equity; experience preferred in integrating concepts of inclusion, diversity, and equity into team culture as well as programmatic work.
- A strong network of relevant contacts that can provide expert information, analysis, and advice to advance results. Able to leverage internal and external relationships to influence positive outcomes. Excellent knowledge of the current trends, principal theories, leading thinkers and major concerns within portfolio area.
- A strong results orientation, with a track record of solving problems creatively. A strong commitment to producing measurable results.
- Savvy and politically astute. Ability to navigate a complex institution and competing external priorities and to develop strong internal and external relationships. Seasoned judgment, able to make decisions, justify recommendations, and be responsive, clear, and firm with colleagues and partners.
- Excellent analytic and problem-solving skills. Ability to synthesize large amounts of information and focus quickly on the essence of an issue/problem, determine whether it is ripe for intervention, and identify the means to address it.
- Strong interpersonal skills. An excellent listener who has the ability to work productively and diplomatically with a wide array of different people and institutions that frequently disagree, and are in competition, with one another. Excellent written and oral communications skills.
- Persuasive, highly articulate, and good at “marketing” ideas and gaining support and commitment for initiatives from individuals and organizations capable of providing financial support for Pew projects.
- Excellent time- and project-management skills. Highly flexible, with the ability to juggle multiple priorities, adjust to changing circumstances, remain attentive to details and identify resources for projects.
- Ability to analyze budgetary information and assess organizational capacity.

Education:

- Bachelor's degree or relevant experience required. Graduate degree preferred.



Travel:

- Occasional domestic travel throughout the year for conferences and meetings.

The Pew Charitable Trusts is an equal opportunity employer, committed to a diverse and inclusive workplace. Pew considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.

To learn more about this opportunity, please contact:

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