



# PROGRAMS DIRECTOR

NOVEMBER 2024



# ABOUT EPIC FOUNDATION

Epic is a dynamic and forward-thinking international foundation committed to driving positive change in the world and transforming the lives of vulnerable communities. We serve as a bridge between those on the ground, nonprofits forging solutions to today's most pressing challenges, and the donors—individual and corporate—who are essential to fueling that work. We find, select, and monitor nonprofit organizations that design and implement essential solutions to transform the lives of children and youth and protect our planet for generations to come.

As a grantmaker, we have historically dedicated our funding to issues affecting children and youth in their human development—education, economic empowerment, health, rights, and protection. Since 2022, acknowledging climate change as the greatest existential threat, we curate a second portfolio dedicated to Environment and Livelihoods issues.

Since our creation in 2015, Epic has mobilized over 80 million dollars and supported 54 organizations in 11 countries worldwide.

The Epic model is built on three core activities:

- **We back nonprofits:** We build and manage portfolios of highly-vetted nonprofits to whom our strategic support will be game changing.

- **We mobilize donors:** We offer innovative giving solutions so that individuals and companies alike can support our portfolios.
- **We guarantee impact:** We analyze the performance of nonprofits and report back to donors, ensuring trust and accountability.

Additionally, Epic leverages its **100% model:**

Our goal is to foster lasting change for children, youth and our planet, and move the needle in the way philanthropy currently operates. To do so, we invest in a team of experts from diverse backgrounds who use their knowledge and expertise to bridge the gap between nonprofits and donors.

Our Board, Advisory Board, Trusted Circle and corporate strategic partners cover 100% of our operational expenses to ensure that 100% of donations go to the nonprofits in our portfolio.

What's more, Epic provides multi-year, unrestricted funding to its portfolio partners. This means we don't fund specific programs or projects, but rather invest in the organization itself. We let the people who know best spend the funds in the ways which are most needed.

For more information: <https://epic.foundation/>







# THE ROLE

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- Role:** Programs Director
- Location:** Paris, France (2-day per week remote work arrangements permitted)
- Salary:** EUR 70,000 – 80,000 depending on experience + Benefits

# JOB SUMMARY

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Epic Foundation is seeking a Programs Director to lead our programmatic and grantmaking efforts. The Programs Director will play a crucial role within the foundation. Aligned with our strategic objectives, the Programs Director will articulate and implement Epic's programmatic and grantmaking strategy, from selection to monitoring, and hold responsibility for managing Epic's portfolio of non-profits and overall relationship with our grantee partners.

The Programs Director will manage the Programs team globally (4 people) and will report to the COO. The ideal candidate will have a strong background in effective philanthropy, nonprofit leadership, program management, grantmaking, team leadership, and a deep passion for social impact.



# KEY RESPONSIBILITIES

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- Develop and execute Programs' strategy with a high degree of professionalism and commitment, in alignment with Epic's mission, value, and strategic goals.
- Provide support leadership, management and mentoring to the Programs team, fostering a culture of innovation and collaboration.
- Manage, develop, and nurture relationships with Epic's grantees and key partners in the nonprofit sector, staying abreast of emerging best practices and trends relevant to our portfolios.
- Oversee and conduct, with the Programs team, the annual selection processes to find and select new groundbreaking nonprofits for Epic's portfolios, including comprehensive due diligence.
- Oversee and manage ongoing trimester monitoring of portfolio organizations, with a capacity to innovate and integrate tech tools to improve processes and outcomes.
- Streamline and align grantmaking strategy with Operations and Development teams' practices.
- Develop a capacity-building approach to provide ad-hoc technical support to organizations as relevant and desired.
- Collaborate with other Epic teams to develop internal and external knowledge management and promote the work of our grantee partners, contributing to Development and Engagement strategies for donor acquisition and retention.





# CANDIDATE PROFILE

## Required Skills

- 10+ years of experience in senior leadership roles within the nonprofit sector, with a track record of nonprofit program management, grantmaking, and/or social impact investment, preferably in areas of human development, poverty, and/or education. Knowledge of environmental protection and climate action is a plus.
- Understanding of good and innovative practices in philanthropic strategies and technical expertise in one or more areas of our topical focus.
- Strong understanding of nonprofit management, design, and impact analysis with the ability to assess a nonprofit across impact, operations, and governance.
- Experience of market/sector analysis or country-wide landscaping to identify opportunities and challenges to social impact initiatives.
- Empathetic, collaborative, and visionary leader with demonstrated management skills; exceptional team player with the ability to work across cultures and languages.
- Good writing skills and the ability to communicate effectively to diverse audiences; strong analytical and evaluative skills.
- Ability to work in a lean and entrepreneurial organization with a high degree of self-management; strong project management skills and the ability to manage a high-volume workload at a fast pace.
- Entrepreneurial outlook and experience of working with agility in the face of shifting priorities and changing environments.
- Comfortable using technology and learning new software (experience with Salesforce a plus).
- Professional level of English essential; proficiency in French preferred.



# HOW TO APPLY

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All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Documents Name-Date (mmyy) e.g., Pat-Jones-CV-112024-EpicFoundation or Pat-Jones-CoverLetter-112024-EpicFoundation.

## Timeline

Closing Date:

20 December 2024 (early applications strongly encouraged)

***Candidates are encouraged to apply early, as applications will be assessed and interviewed on a rolling basis, in advance of the closing date where possible.***

First stage interviews:

On a rolling basis

Final interviews:

TBC

## Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

## Equality Statement

Equality and diversity are at the core of Epic Foundation’s values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at [dbond@oxfordhr.com](mailto:dbond@oxfordhr.com) in the first instance.

# ABOUT OXFORD HR

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Oxford HR is a B Corp certified leadership consultancy. Having worked within a diverse range of institutions, from not-for-profits and charities to governments and corporate environments, we’ve seen the powerful impact that the perfect team can have.

Finding innovative leaders can be a challenge; and yet their transition into leadership is vital to an organisation’s mission and success. We work across the globe to search for a support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions. Learn more at: [oxfordhr.com](https://oxfordhr.com)



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