



Program Director

February 2025

About Plastic Solutions Fund

Who We Are

Plastic Solutions Fund (PSF) is a global philanthropic organization committed to addressing the critical challenges posed by plastic pollution and its impact on climate change, biodiversity, health & human rights. Guided by our core values of equity, humility, trust, active listening, creative collaboration, and daring, we work with civil society organizations, communities, and strategic partners to catalyze systemic change. Our mission is to support a vibrant ecosystem of transformational change makers and foster innovative solutions to end the plastic crisis.

What We Do

Through grantmaking, strategic partnerships, and advocacy, PSF seeks to amplify the voices of underrepresented communities and advance equitable, sustainable solutions. We aim to lead by example, building inclusive and agile frameworks that drive collective impact.

The Role

Role: Program Director

Location: Remote

Salary: Competitive



Job Summary

The Program Director is a senior leadership role at PSF, responsible for driving the successful execution of the organization's programs. This role involves overseeing the implementation of PSF's Strategic Framework, leading a dynamic cross-regional program team, managing grantmaking activities, and fostering strong collaborations with key stakeholders. Reporting to the Executive Director, the Program Director will play a critical role in advancing PSF's mission while ensuring alignment with organizational priorities and values. The Program Director will lead a rapidly expanding team (currently 6 with plans to expand to 10 over the next 2-3 years).

Key Responsibilities

Strategic Leadership

- Oversee the successful implementation of PSF's Strategic Framework, ensuring alignment across regional and issue-specific grantmaking activities.
- Regularly review progress toward Strategic Framework goals and champion PSF's impact to participating foundations and stakeholders.
- Lead program team contributions to reviews and updates of the PSF Strategic Plan.
- Support Board learning about and strategic engagement with the program

Program Management

- Ensure the effective delivery of PSF's programs, aligning them with organizational priorities and assessing program effectiveness.
- Oversee the integration of monitoring and evaluation frameworks into PSF's programmatic work.
- Contribute to the development and implementation of systems and processes for efficient management of program functions by staff.
- Manage annual budget allocation for programs, ensuring timely spend-down and alignment with strategic goals.



Team Leadership

- Lead and support a growing regional program team, providing coaching, capacity building, and performance management.
- Foster strategic collaboration across sub-regional and regional teams, aligning strategies with PSF's overall mission.
- Actively participate in PSF's Senior Leadership Team, contributing to organizational health and decision-making.

Grantmaking and Partnerships

- Oversee the development of grant pipelines and portfolios, ensuring alignment with PSF's strategic goals.
- Build and maintain relationships with key grantees, allies, and partners, addressing conflicts and fostering collaboration.
- Lead program team input into organizational systems, including financial, grant, and fundraising management tools.

Stakeholder Engagement and Fundraising

- Develop and maintain strong networks with donors, partners, and stakeholders to achieve program objectives and enhance PSF's profile.
- Support the preparation of high-quality funding proposals, reports, and donor communications.
- Collaborate with the Outreaches team to ensure effective funder stewardship and reporting.

Sector Knowledge and Advocacy

- Maintain extensive external networks to stay informed about developments in the plastic and climate action landscape.
- Represent PSF at conferences, workshops, and meetings, actively engaging with the global community.
- Commission research and analysis to identify emerging needs, gaps, and opportunities in the sector.



Candidate Profile

Required Skills and Experience

- Demonstrated expertise in managing complex, multi-regional programs within the philanthropic or nonprofit sector.
- Strong leadership and team management experience, with the ability to inspire and develop a diverse team.
- Proven experience in strategic planning, project and budget management, and operational oversight.
- Expertise in building and maintaining relationships with donors, partners, and stakeholders.
- Familiarity with grantmaking processes, monitoring and evaluation frameworks, and strategic reporting.
- Strong understanding of the global climate and plastic pollution landscape.

Personal Attributes

- Commitment to PSF's core values of equity, humility, trust, active listening, creative collaboration, and daring.
- Commitment to enabling the leadership and agency of grass roots, marginalized and vulnerable communities
- Exceptional interpersonal and communication skills, with a collaborative leadership style.
- Agile and adaptable, with a track record of navigating dynamic and complex environments.
- Innovative thinker with a proactive approach to problem-solving and decision-making.



How to Apply

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-Document Name-Date (mmyyyy)-Organisation e.g., Pat-Jones-CV-022025-PSF or Pat-Jones-CoverLetter-022025-PSF.

Timeline

Closing Date: 28th March 2025

First stage interviews: TBC

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 Plastic Solutions Fund’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 nsutcliffe@oxfordhr.com in the first instance.



About Oxford HR

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 and support remarkable leaders and teams, improve their board effectiveness and support on a range of leadership functions.

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