

Matthew63

Program Director Opportunity Guide



About Matthew63

Matthew63 provides philanthropic guidance and direction to an anonymous donor who has supported the poor since 1994. The private foundation is dedicated to making high-impact grants to nonprofit organizations. It grants over \$40M annually to as many as 40 partners, primarily to organizations working internationally. Matthew63 plans to grow its total grantmaking in the coming years. The foundation supports organizations with missions primarily focused on serving the poorest of the poor by supporting initiatives that foster sustainable development in the poorest communities across the world. Serving in regions South/southeast Asia, Sub-Saharan Africa, and Latin America, Matthew63 seeks to empower individuals and families to create a better future for themselves and their communities.

Motivated and inspired by its Catholic identity, Matthew63 prioritizes serving the needs of the most vulnerable. The foundation works to ensure the investments it makes to support global programming in Development, Education, Agriculture, Health, and WASH (Water, Sanitation, and Hygiene) are effective with measurable results. Matthew63, through its partnership with proven programs, supports creating transformative change in the most neglected communities.

With an achievable plan to grow funding to \$50M annually, Matthew63 seeks to build deep, long term relationships with its partners. Matthew63 seeks to expand the team with a dedicated professional who fully supports these core values:

- Faithful Stewardship
- Humble Simplicity
- Service to the Poor
- Innovation and Impact
- Skilled Management

The donor whom Matthew63 represents will remain anonymous to most of the organizations it supports. The approach is highly discreet and Matthew63 prioritizes projects that bring significant change to communities in need. In this search, KEES will represent Matthew63 until the point of live interviews with the top candidates and Matthew63 leadership. Candidates must be comfortable with anonymity of the donor up until a point in the process when they are a finalist under consideration.



Serving the Poorest of the Poor,
Matthew63 represents a donor
approaching 30 years of investing
in communities around the world.

The Opportunity: Program Director

Matthew63 seeks a strategically minded Program Director with exceptional program management skills, capable of overseeing and evaluating grant-making initiatives to ensure alignment with the mission. Reporting to a Senior Program Director, the Program Director will work closely with the administrative staff, professional advisors, and trustees on all phases of program development and grantmaking.

This new Program Director will be introduced to all levels of Matthew63's grantmaking and be invited to contribute new ideas and engage at each level. The successful candidate will bring a strong business acumen and an energetic, autonomous work style to thrive in a small "start-up" like environment. An implementer and executor, the Program Director will be able to work within the details to create grantmaking and reporting processes.

The Program Director will cycle in new grant partners and exit others upon project goal achievement. Management of grantee partnerships will involve regular virtual meetings and occasional site visits. Day-to-day work is remote/virtual, and the Program Director should have nearby access to an international airport. When not directly engaging with funded partners/grantees, the Program Director will focus time on researching new key issue areas and future partners, and providing information to Matthew63 leadership to continually evaluate and improve the impact of its investments.

But when you give to the needy,
do not let your left hand know
what your right hand is doing,

-Matthew 6:3



Performance Objectives



Partner & Relationship Management

- Serve as a face and voice of the donor, sharing in the building of outcomes through increased communication and regular visits to the grantee partners.
- Work with grantees to maintain positive relationships, ensure compliance with required documentation such as grant agreements; monitor, and evaluate grantee performance by reviewing and summarizing grantee reports.
- Serve as the internal and external visible program representative.
- Participate actively in the international and domestic verification process of all levels of programming.
- Apply proficient knowledge across international development sectors such as agriculture, livelihoods, healthcare, education, and WASH (Water, Sanitation, and Hygiene), among others.
- Maintain a high level of confidentiality and discretion in all interactions and communications.
- Cultivate and maintain respectful, positive, collaborative, and impactful relationships with trustees, international nonprofit organizations, stakeholders, and other philanthropic partners.

Project Management & Administration

- Oversee the full lifecycle of grant-making, from initial concept through proposal review, approval, monitoring, and evaluation.
- Develop and implement plans for grant-making initiatives, ensuring they align with Matthew63's mission and goals.
- Assist with research and analysis related to potential funding initiatives and/or special projects, conduct due diligence including applicant interviews, site visits, and review of budgets and financial information, and prepare professional due diligence reports for trustee review.
- Verify partner (potential and existing) viability, legality, and credibility (international and domestic) for all levels of programming for Matthew63.
- Design and implement robust evaluation frameworks to assess the impact and effectiveness of funded projects. Monitor and evaluate program progress and project KPIs.
- Work in close collaboration with the other Program Director and the Senior Program Director with aligned purposes in pursuit of the mission.
- Prepare concise reports and presentations for the donor's Board and stakeholders, detailing program achievements, challenges, and financial expenditures.
- Utilize Matthew63's grants management database (WizeHive), to document interactions and relationships and build a history of grantee partnerships.

The Qualified Candidate

Matthew63 is searching for a highly independent and motivated individual that brings a strong background in philanthropy along with the values and heart to serve the poorest of the poor and reflect Catholic Social Teaching. The successful candidate will provide overarching leadership as well as execution, adherence to, and compliance with Matthew63's mission, strategy, goals, and operating practices. This opportunity will require a strong storyteller that is adept at synthesizing both facts and narrative elements.

The Program Director will be invigorated by close collaboration with team members and communicate with them frequently. With an interest in and ability to travel, often internationally, the ideal candidate will be flexible and comfortable in unique situations and can adapt intuitively. Global travel is currently at approximately 6-10 weeks (2-week travel periods are common) per year. This is an exceptional opportunity for someone who wants to bring proven grantmaking expertise to support and advance global efforts to create common good.

Specific Requirements Include:

- Passion to serve the poorest of the poor and a deep understanding of the challenges faced by vulnerable populations.
 - Strong understanding and alignment of personal principles to Catholic Social Teaching.
 - Ability to and interest in travel (mostly international), visiting grantees/program sites on approximately 3-5 visits per year. Travel is anticipated at 6-10 weeks annually, scheduled at mutual convenience of the staff, grantees, and Matthew63 leadership.
 - Proven ability to identify, execute, and evaluate transformational programs.
 - Strong analytic and strategic-thinking skills, with demonstrated ability to create, implement, and monitor complex plans, and translate those plans into goals and concrete strategies.
 - Emotional intelligence and interpersonal skills necessary to build cross-cultural relationships with multiple stakeholders.
- Career track record showing stability with an organization and capacity to develop and nurture relationships culminating in overall success and a track record of increasing responsibilities in a nonprofit, NGO or Foundation; Matthew63 desires to see 3+ years of longevity in past roles.
 - Proven track record of managing international programs and partnerships.
 - A minimum of 5 years of progressive experience in managing an impact-oriented program portfolio (grant making, impact investment, venture philanthropy, NGO, corporate foundation, etc.) preferred.
 - Bachelor's degree required; Master's degree in a relevant field (e.g., Nonprofit Management, International Development, Public Administration) preferred.

Preferred Experience Includes:

- Experience working with family foundations or private grant-making entities.
- In-depth experience in international development and/or humanitarian aid systems and structures.
- Proficiency in program evaluation and impact assessment methodologies.
- Fluent command (written and spoken) of English is required, and bi-lingual in any language a plus.

Don't check off every box in the requirements listed above? Please consider applying anyway! Studies have shown that underrepresented communities – such as women, people of color, persons with lived experience, people with disabilities, immigrants, and any other metrics of diversity - are less likely to apply for jobs unless they meet every single qualification. Matthew63 is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging – so if you are excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to consider still applying.

How To Apply

Compensation for this role has been recently benchmarked and is expected to be in the range of \$145,000 - \$155,000, commensurate with experience, with strong benefits. This is a virtual position and office setup/equipment will be provided. Dedicated office space is required.

Matthew63 is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

APPLY HERE

Applications with specific Cover Letters will be given priority consideration. To assure confidential tracking of all applicants, no applications will be accepted via email. **ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.** All candidate submitted materials and credentials will be reviewed for consistency and accuracy. Candidates can expect that KEES will verify employment/academic/background information both in the screening process and for the finalist(s) in a formal background check.

This search is being managed by Heather Eddy, President & CEO, and Megan Taylor, Project Manager, of KEES. Questions may be addressed to mtaylor@kees2success.com.

Please submit your application as soon as possible. Applications are accepted on an ongoing basis, and the search will remain open until a hire is made. Candidates who submit a formal application by August 31, 2024 will be given highest consideration. Applicants must be authorized to work in the United States.



About KEES

KEES (formerly Alford Executive Search) is a nonprofit executive search firm that builds diverse teams with dynamic leaders in the nonprofit and public sectors. A woman owned and operated firm, KEES offers a full array of nonprofit consulting services including executive search, leadership development, interim staffing, and HR support. For more information, please visit [KEES](https://www.kees2success.com).