

**Arrow Impact: Director**  
**April 2025**

**Overview**

Established in 2018, [Arrow Impact](#) envisions a society where everyone has opportunities to thrive. We support initiatives that create pathways to economic prosperity and well-being for communities that have been under-resourced in the United States. We do this through grants to organizations that have high potential for achieving systemic impact. By also collaborating with other funders to drive impact, we promote a more equitable and efficient philanthropic ecosystem.

To date Arrow Impact has committed \$85 million in grants while operating with an intentionally low profile and lean executive team, and our goal over the next five years is to triple our new grantmaking. Our principals have deep professional experience operating in the social sector, as well as expertise in the landscape of strategic philanthropy. The organization is uniquely positioned as both a partner in a range of philanthropic collaboratives, and as a direct grantmaker structured with the nimbleness to deploy capital strategically for the greatest possible return on economic mobility outcomes.

In the coming years we aim to build our capacity to continue being a learning organization and continuously refine our strategy in service of sustained impact on economic mobility. The Director will identify opportunities to grow our portfolio, engage and support grantees, and contribute to the evolution of the organization's strategy and operations. To accomplish this work, the individual will partner with the Executive Director, Director, and board, and will report to the Executive Director. We are seeking an individual who is experienced, entrepreneurial, and able to work at multiple levels - capable of representing the foundation with grantees and other funders while also being happy to roll up her/his/their sleeves to play a support role.

**Responsibilities**

**Grantmaking**

This individual will join the Executive Director and Director in leading grantmaking activities, with guidance, input and collaboration:

- Identify and cultivate a pipeline of promising grantmaking opportunities aligned with Arrow Impact's mission and strategic priorities
- Conduct due diligence on prospective grantees, including underwriting theory of change, assessing leadership teams, and evaluating operational excellence and track record of impact
- Prepare grant recommendations for board discussion and approval
- Build and maintain relationships with grantees, while establishing clear metrics and evaluation frameworks to assess the impact of the grantee's work
- Contribute insights to the grantmaking activities across Arrow Impact's full portfolio

**Strategy**

This individual will contribute to the refinement of the foundation's long-term strategy:

- Conduct landscape analyses and develop theories of change as needed to inform strategic direction
- Assess tradeoffs and make recommendations related to programmatic priorities
- Prepare updates and communications for board meetings

### **Monitoring, Evaluation, and Learning**

This individual will play an active role in shaping how Arrow Impact monitors progress, supports grantees' evaluation efforts, and enables continuous learning across the portfolio and for the organization:

- Collaborate with grantees to understand and document impact
- Develop deeper knowledge about the state of evidence in the field for specific program areas; understand and interpret impact studies, their effects on targeted beneficiaries, and any unintended outcomes
- Partner with grantees to share sectoral trends, identify key learning goals, enlist value-added researchers, and help structure studies or related analyses as warranted
- Support the Executive Director in evaluating Arrow Impact's organizational performance

### **Operations**

This individual will maintain and improve the foundation's operational processes and systems to enhance grantmaking, and provide support to the Executive Director on selected workstreams:

- Serve as project manager on organizational capacity building workstreams as they arise
- Ensure foundation's grants management system has accurate and timely data
- Assist with maintenance of Arrow Impact's website
- Assist in compiling data required for compliance reporting such as audits, 990s, etc.
- Support the success of select stakeholder meetings ensuring agenda, materials and meeting notes are circulated

**Work Environment:** The role is hybrid with approximately two days per week in-person at the Oakland, CA office with infrequent travel to other parts of the country.

**Salary Range:** \$165,000-\$215,000

**Qualifications:** While no one individual will embody every quality outlined below, the successful candidate will bring many of the following experiences, skills and personal attributes to the organization:

### **Experience**

- At least seven years of professional experience in philanthropy; management consulting; finance; a mission-driven operating organization in the public, private or nonprofit sector; or experience in a closely related field
- Experience creating or executing strategic plans and working with multiple stakeholders
- Experience designing and/or analyzing impact evaluations
- Experience in the nonprofit sector is an advantage, reflecting our desire for this individual to understand the challenges and perspectives of grantees deeply

### **Skills**

- Ability to analyze and synthesize programmatic, management, and financial information to identify opportunities, implications, and challenges
- Excellent problem solving and framing skills, coupled with good judgment
- Excellent oral and written communication capabilities, with attention to detail
- Strong project management skills, including ability to self-direct, prioritize, and manage competing goals; competency in making tradeoffs as needed
- Demonstrated ability to work independently
- Knowledge of Google Workspace and Airtable a plus

**Adaptive leadership**

- Alignment with Arrow Impact values: equity, learning, partnership, and trust
- Strong interpersonal skills and ability to work well with a diverse set of constituents
- Self-awareness and commitment to continuous learning
- Commitment to diversity, equity, and inclusion
- Lived experiences or backgrounds that reflect or connect to those of grantees or beneficiaries a plus

Applicants should submit a brief email expressing interest (no more than one paragraph) with a resume attached to Nora Jendoubi at [nora@arrowimpact.org](mailto:nora@arrowimpact.org). Applications will be accepted until the position is filled with a targeted start date in June. Arrow Impact is an equal opportunity employer and is committed to advancing equity. All qualified applicants are encouraged to apply.