

OPEN HORIZON



Job Description: Director of Program Innovation
Timeframe: Application open October 8-October 14, 2025

Position: Director of Program Innovation

Reports to: Executive Director

Location: Remote, focus in DMV Area, expected travel for conferences and events

Salary: Starting at \$140,000

Position Summary: This position has a key role in developing, evolving, maintaining, and nourishing programs. They will guide, and collaborate with, the Manager of Operations for signature program logistics, communications, and programmatic evaluation. While the ED is the key decision maker for annual funding decisions, it is important that the Director of Program Innovation engages with grantee partners and participates in some annual funding meetings and internal discussions as partner needs and experiences inform program offerings and design. Programs that focus on uplifting leaders, creating access for emerging leaders, and that center wellness for individuals and communities are essential for Open Horizon to deliver on its mission.

About the Organization

Founded in December 2019, Open Horizon is a family foundation based in Alexandria, VA. Open Horizon collaborates with nonprofit partners to uplift leaders and to co-create opportunities advancing racial and social justice. The organization seeks to build authentic and caring relationships with its partners by centering their well-being, dignity, and needs so that we can intentionally support them in ways that they have identified.

The Open Horizon founders are both influenced by their European Jewish heritage. Their forebears immigrated to the United States to escape the horrors of persecution and war. This has influenced their commitment to support education, to create a stronger civil society, and to promote economic equity. Current foundation priorities include projects in the DMV (the DC, Maryland, and Northern Virginia region), the US South, and expanding intentionally to indigenous communities. Open Horizon organizes partnerships around economic justice, educational justice, health justice (rooted in healing justice lineages), and transformational justice.

The foundation is at an inflection point, not only as Open Horizon matures in its sixth year of operation and expanding to add new leadership for its initiatives, but also in the context of a society that is fighting to uphold a democracy while many try to defend the dignity and worth of targeted individuals, identities, and communities. The foundation recognizes histories of

intentional harm against Black and Brown people, LGBTQI+ identities, and the ways that legacies of brutality and separation cause continued systemic inequities.

About the opportunity:

The Director of Program Innovation will continue to evolve and manage evaluation of the inaugural programs piloted by the organization to date, including: the annual Leaders Retreat, Leaders Network Learning Series; support to the build and implementation of an internal coaching program to support partner leaders led by the Director of Transformational Leadership; coordinate/evolve the full Experiential Learning program for Fellows, Interns, and Cohen Scholars (North Stars); the Leader Exchange program; and the Stargazer Sabbatical program. These signature programs continue to evolve, and this role will lead the full scope of planning, implementation and facilitation of each of them with a strong expectation for creative visioning and collaboration.

The Director of Program Innovation is expected to manage the foundation's signature programs and coordinate closely with support staff, including offering guidance where needed. The Director of Program Innovation is further expected to assume responsibilities of the Executive Director when requested. It is imperative that this role has a strong understanding of intersectionality, comfort discussing race and identity politics, and clarity around the connections between intergenerational trauma, histories of oppression, and intergenerational wealth.

The Director of Program Innovation may be invited to participate in funder calls with grantee partners to learn and provide programmatic insight and considerations for the partnership; the Director of Program Innovation is expected to keep up with trends across the sector and offer resources and guidance for the organization's continued learning via articles, philanthropy serving organizations, and information shared in team updates.

In expanding the staff team, Open Horizon continues to work with nonprofit partners to fund their valuable work, while also enhancing and creating unique programs that expand opportunity, promote wellness, and increase equity for intentionally marginalized and under-resourced individuals and communities.

Vision Alignment and Motivation

The Director of Program Innovation role is ideal for a value-driven, equity-focused, agile team player who is interested in contributing to an evolving organization. Open Horizon's values include: Equity, Community, Innovation, and Integrity. Innovation is recognized as the connection of two disparate ideas or entities in exploring creative approaches to resolve a potential barrier or problem. Our ideal candidate for Director of Program Innovation is a self-led change agent who is a skilled connector and proactive planner, able to develop solutions for individual and organizational challenges, and motivated to build upon piloted programs while suggesting creative new ideas. The ideal candidate will be skilled at nurturing relationships both internally with peers at Open Horizon, fostering relationships with colleagues at peer foundations and philanthropy-serving organizations, and especially building rapport rooted in trust and love with grantee partners.

How we do our work: We Fund, We Convene, We Amplify, We Build Capacity

Areas of Leadership & Impact: *What you'll be doing*

- Manage the planning, coordination, and implementation of programs supporting partner organization leadership development
- Identify gaps and opportunities for effectively supporting partner organizations through core programs
- Communications: Contribute content for public engagement
- Develop, collaborate, and contribute program ideas and content uplifting program partners
- Collaborate on the development of and contribute content for an inaugural Knowledge Management System
- Review and make proposals: annual Partner Grant Recipient Analysis by Manager of Operations
- Participate in partner and peer foundation engagement, in collaboration with ED
- Manage and evolve program budgets, reporting to ED
- Assist with establishing and orienting an inaugural Advisory Board
- Coordinate and facilitate calls and coordinate programs for partners with expert consultants
- Represent Open Horizon at partner events, conferences (including offering presentations) and key external meetings

What you will bring:

- Strong DEI understanding and acumen
- Deep experience as an equity and inclusion practitioner
- Alignment to mission and organizational values
- Higher education degree in aligned subject area; Master's degree preferred and/or experience (4+ years) is considerable
- Experience in philanthropy in DMV, location preferred but not required; or transferable experience leading in or establishing programs (focusing on leadership development)
- Commitment to life-long learning
- Curriculum design experience; knowledge of adult learning principles
- Project management skills
- Organizational skills
- Communication skills, including storytelling expertise and guidance for others around storytelling (experience with narrative change a plus)
- Technical event coordination, logistical management leadership on a team
- Passion for partnership development and maintenance (Relationship building)
- Interest in building and evolving an ecosystem approach to social justice work
- Nonprofit board and/or community service volunteering experience

Benefits

- Comprehensive healthcare coverage
- Monthly wellness stipend
- Monthly technology stipend
- 5% employee contribution matching for retirement plan

- Flexible leave; 4-day work week to center wellness
- 2 full weeks of annual office closure to center rest (in mid-year and end of year)
- Closure on Election Day for voting and/or volunteering at the polls, along with 11 other federal holidays
- Annual professional development investment to develop your skills and center your passions to pursue goals
- Coaching stipend to be used annually for engagement with a professional coach
- Opportunity to participate in an employee granting program annually

Interested applicants should email a resume, including current location, and cover letter to OpenHorizonFoundation2019@gmail.com by 5PM EDT on October 14, 2025; we welcome including two professional references (name, email, phone, and relationship) in submitted resumes. Please include any needed reasonable accommodation requests in the email with your application materials.

Open Horizon does not discriminate against any person or employee on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.