

**PROGRAM DIRECTOR – TRANSPARENCY AND INTEGRITY FUND
OPEN SOCIETY INSTITUTE – U.S. PROGRAMS
MARCH 2008**

The Open Society Institute works to build vibrant and tolerant democracies whose governments are accountable to their citizens. To achieve its mission, OSI seeks to shape public policies that assure greater fairness in political, legal, and economic systems and safeguard fundamental rights. On a local level, OSI implements a range of initiatives to advance justice, education, public health, and independent media. At the same time, OSI builds alliances across borders and continents on issues such as corruption and freedom of information. OSI places a high priority on protecting and improving the lives of marginalized people and communities. Investor and philanthropist George Soros in 1993 created OSI as a private operating and grantmaking foundation to support his foundations in Central and Eastern Europe and the former Soviet Union. Those foundations were established, starting in 1984, to help countries make the transition from communism. OSI has expanded the activities of the Soros foundations network to encompass the United States and more than 60 countries in Europe, Asia, Africa, and Latin America. Each Soros foundation relies on the expertise of boards composed of eminent citizens who determine individual agendas based on local priorities.

OSI's U.S. Programs supports people and organizations that advance a more open society within the United States and around the world. U.S. Programs envisions a society that allows all people to participate actively and equitably in political, economic, and cultural life; encourages diverse opinions and critical debate on public issues; protects fundamental human rights, dignity, and the rule of law; and promotes broadly shared prosperity and human security. U.S. Programs supports grantmaking, programming, and policy initiatives to reduce the over-reliance on incarceration and punishment; to secure equal justice; to develop new leaders and encourage civic engagement, especially among people and communities who have been historically underrepresented; and to increase the transparency, integrity and accountability of institutions vital to open society. U.S. Programs is also currently spearheading special initiatives to restore human rights and secure progressive national security policies, and to advance opportunities for African American boys and men.

Position Description: The **Program Director** is part of the senior management team of OSI's U.S. Programs and will lead the development of an exciting new program within U.S. Programs. The Program Director will provide both vision and day to day management for the Transparency and Integrity Fund.

The **Transparency and Integrity Fund** was created to safeguard and strengthen two values at the heart of any democratic system: transparency and integrity. Drawing on OSI's experience in relevant fields (including initiatives on the independence of the judiciary, election administration and systems, media policy and the politicization of government science policy, among others), the Transparency and Integrity Fund will use a combination of grantmaking strategies and programmatic initiatives to:

- **Ensure transparency and effective oversight of government:** Field-building support for two key sectors that perform an essential independent oversight role: a) independent oversight and watchdog organizations and, b) media and investigative journalism.

- **Protect the integrity of government institutions:** Targeted initiatives to safeguard transparency and integrity in key governmental institutions and systems, including the judiciary, Congress, key executive agencies and departments, the military, and election systems.
- **Explore the impact of privatization:** Initiatives that explore the impact of privatization and efforts to delegitimize the role of government.

Reporting: This position reports to the Director of U.S. Programs.

Responsibilities:

Organizational Leadership, Vision, and Direction

- Lead the ongoing development of the Fund by establishing its vision, goals, and priorities.
- Develop and implement a work plan for the Fund, working with dedicated staff and other key U.S. Programs staff.
- Supervise a staff of program officers and assistants who will aid in the development and implementation of the Fund.
- Cultivate and maintain effective relationships with colleague funders and philanthropies to identify opportunities for collaborative and complementary programming.

Program

- Lead the planning, development, and implementation of grantmaking strategies, priorities, and guidelines, as well as related Fund activities that may include commissioning concept and strategy papers and hosting national and regional convenings.
- Supervise and oversee the work of program officer(s) and support staff, consultants and vendors to ensure maximum impact, as well as coordination with other funds and campaigns within U.S. Programs.
- Provide a rigorous review of all Transparency and Integrity Fund grants, consultancies and other projects.
- Oversee all financial matters that pertain to the Transparency and Integrity Fund, including monitoring spending throughout the year and preparing the annual budget.
- Develop plan for evaluating Fund strategies and their success in advancing the Fund's mission.
- Set priorities for Fund's various goals and implement concrete strategies and objectives.
- Encourage strategic alliances among donors and grantees to encourage collaboration among organizations and fields with related goals, constituencies and interests.

Senior Management

- Work with the senior management team and the staff of U.S. Programs to develop and implement programmatic priorities and to provide vision, inspiration and leadership across all of U.S. Programs.
- Balance the needs and goals of the Transparency and Integrity Fund with the needs and goals of other programs within U.S. Programs.

- Participate in U.S. Programs management discussions and decisions through weekly senior management team meetings and other processes as needed.
- Take on special projects or broader management duties as needed and mutually agreed upon with the Director of U.S. Programs.

Skills and qualifications:

- Visionary leadership skills.
- Minimum of seven years of senior leadership experience in one or more of the following areas: program development, policy, research, and management in a non-profit or a philanthropic organization.
- Excellent management and staff development skills.
- Experience with a broad set of issues, constituencies and modalities, including but not limited to judicial independence, media policy reform, investigative journalism, independent oversight (or watchdog) organizations, election systems reform, civil-military relations, the impact of privatization on the role of government function, Congressional oversight, and making best use of new technology and forms of organizing.
- Undergraduate degree required; master's degree, J.D., or equivalent experience preferred.
- Ability to connect a variety of issues to broader trends and new paradigms.
- Strong awareness of the intersection of race, gender and class.
- Excellent writing, verbal, analytical and organizational skills and attention to detail.
- Excellent public speaking and presentation skills.
- Excellent interpersonal skills, including the ability to listen effectively.
- Ability to develop and implement innovative and strategic grantmaking priorities.
- Self-starter with ability to set and meet goals.
- Creative thinker with strong analytical skills.
- Ability to travel.
- Pleasant, diplomatic manner and disposition with colleagues at all levels and the general public.
- Ability to work effectively as part of a close knit, collaborative team.

Compensation: Commensurate with experience, qualifications

Start date: As soon as possible.

To Apply: E-mail resume, cover letter and salary requirements, before April 15, 2008, to: humanresources@sorosny.org

Include your last name and job code in subject line: **PRODIR/TRANS/USP**

OR

Open Society Institute
Human Resources – Code **PRODIR/TRANS/USP**
400 West 59th Street
New York, New York 10019

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