



Hiring Organization: Whiting Foundation

Website: www.whiting.org

City and State: New York, NY

Title: Program Officer (PT)

Location: New York, NY

Reports to: Executive Director

Status: Part time – exempt (hybrid)

About the Whiting Foundation: The Whiting Foundation is a non-profit organization that supports writers, scholars, and the humanities by providing grants, including the annual Whiting Award for emerging writers, and supporting the preservation of cultural heritage and high school humanities programs. Based in New York City, the organization focuses on fostering creativity and deepening understanding of the human experience through literature and the humanities. The Foundation aims to bring about a world where everyone can engage deeply with the richness of literature and the humanities.

The Program:

- The [Whiting Awards](#) which annually honor emerging writers of fiction, nonfiction, poetry, and drama.
- The [Nonfiction for Works in Progress Grant](#) which supports the final stages of deeply researched, well-composed books.
- The [Literary Magazine Prizes](#) which advance the crucial role of print and digital publications as champions of writers and writing.
- The [Cultural Heritage and Preservation](#) program supports the preservation of endangered cultural heritage around the world, recognizing that irreplaceable works are being lost.
- The [High-School Humanities](#) program supports grants at the high-school level, fosters deep engagement with rich works of history, philosophy, literature, and the arts so students graduate equipped with the beginnings of a mental map of human history and cultural achievement.

The Position and your Impact:

The [Whiting Foundation](#) seeks a **Program Officer (PT)** with an avid interest in the humanities and the literary arts, passion for organization, and project management. This is a part -time position reporting to the Executive Director. Working as an integral member of the Whiting team, the Program Officer will gain an insider's understanding of how foundations and the publishing world operate, hone administrative skills, and actively contribute to the advancement of literature and the humanities.

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The ideal candidate will have **3+ years of experience** in literary arts administration, program administration, grant administration, or philanthropy.

Key Responsibilities:

The Program Officer (PT) works with the Whiting team to contribute to the vision and mission of the Foundation's programs and grants. The Program Officer's main area of focus is the success of the literary programs, contributing to the management of the day-to-day planning and execution of the literary grants. Working closely with other Program Officers and Associates, they support the team in administrative and programmatic tasks related to the literary programs:

- Support program guidelines and coordinate calls for proposals and timelines.
- Maintain and manage systems for complex processes such as updating calls for proposals, tracking applications, and coordinating the distribution of applications to reviewers.
- Plan and execute tasks related to grantee announcements, media relations, and publicity.
- Support the Foundation's literary efforts by contributing to the development and the coordination of information sessions.
- Support efforts in organizing alumni events, author panels, and public reading events.
- Collaborate in the planning and execution of all tasks related to grantee announcements, media relations, publicity, and celebratory events.

Compensation and Benefits: The position is part time (3 days per week, ~20 hours per week). The salary depends on experience and qualifications. Whiting offers competitive benefits.

The position requires being in our Tribeca offices in person 2–3 days a week, with occasional evening or weekend events.

The Whiting team is a small, energetic organization, and there is some fluidity in our roles. Program Officers and Associates will be called on to help with additional tasks throughout the year, from the routine to the generative.

- A track record of successful end-to-end project management.
- Proven versatility, flexibility and ability to manage multiple projects and several priorities simultaneously.
- Strong organizational skills with excellent attention to detail.
- Demonstrated ability to take initiative and sound decision-making skills.
- Demonstrated ability to strategize, conceptualize, plan and critically analyze grantmaking and other programmatic opportunities.
- A track record of working cooperatively and positively with colleagues to drive results.
- Excellent verbal and oral communication and presentation skills.
- Comfort with and interest in using technology to enhance productivity.
- Graduate degree in the humanities and/or equivalent experience in the field.
- A collegial attitude, good humor, and strong commitment to supporting writers and humanists are essential.

How to Apply:

Applications will be reviewed on a rolling basis. Please submit (a) your résumé and (b) a thoughtful cover letter describing your interest to position@whiting.org Include position title: **Program Officer (PT)** in subject heading

Due to the size of our staff, we cannot acknowledge receipt of applications.

Equal Employment Opportunity: Whiting is an equal opportunity employer.