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## Job Description: Associate Director of Program and Operations

As of 11/7/25

### About Woka Foundation

Woka Foundation is a private foundation whose mission is to help create a just world that values environmental vitality and recognizes the dignity of all peoples. Founded in 2019, we work to mitigate climate change through six focus areas: scientific innovation, regenerative practices, gender equity, education, keeping fossil fuels in the ground, and civic infrastructure. We are a small-staffed team and small board working remotely. We administer over \$20 million in grant dollars each year across about 60 organizations.

### The Opportunity

As Woka's third paid staff position, the Associate Director of Program and Operations will have a unique opportunity to shape day-to-day operations and contribute to strategic plans for future growth for a nimble foundation dedicated to making a decisive impact on mitigating climate change. This new position will report to the Senior Director of Operations and Strategy and work closely with other staff members, Woka's Board of Directors, consultants, and grantee partners. The Associate Director of Program and Operations will develop strategy recommendations and monitor the grantmaking efforts for half of the foundation's focus areas (note that the Director of Program and Operations manages our Regenerative Practices focus area). This position offers an opportunity to play an essential part in shaping Woka's response to the existential threat of our time.

### Ideal Candidate

We seek a thought partner and intellectually agile team member whose curiosity, passions, and aspirations align well with Woka's [guiding principles and priorities](#). The ideal candidate has excellent organizational skills, a penchant for developing and managing efficient operational systems, knowledge of grants management, and they relish the opportunity to create systems-level change that moves us from an extractive economy to a regenerative economy. They have the ability to adapt to an ever-changing funding environment. Candidates with personal or professional experience in various aspects of our [focus areas](#) will be given specific attention.

### Key Priorities and Responsibilities

#### Programmatic Activities

- Provide your expertise and insight to inform the grantmaking approach and processes.
- Work closely with the CEO and Director of Program and Operations to develop and execute a research plan for potential new grantees.
- Serve as the Woka Point of Contact and relationship manager for selected grantees and prospective grantees.
- Help cultivate strong relationships with Woka grantees and peer funders.
- Serve on Woka leadership team evaluating grant proposals.

- Complete financial due diligence and transparency analyses to assess the health and sustainability of potential grantees.
- Contribute to annual grants management evaluation and reflection activities.
- Provide non-grant award support to grantees (convenings, connections, technical assistance, funding sources).
- Participate in ongoing learning including participation in relevant funder networks for their specific focus areas.
- Foster learning and implementation opportunities around creating systems-level change.
- Assist in development of flexible grantmaking processes.

#### Operational Activities

- Manage, maintain, and improve the tracking system for administrative and grants management tasks.
- Provide administrative support as needed for payment of grant awards.
- Provide note-taking support for meetings as needed.

#### Requirements

- Bachelor's degree or equivalent experience;
- At least three years of related work or volunteer experience;
- Comfortable working with technology including Microsoft Office Suite (Excel specifically), data management systems, and Adobe Acrobat;
- Ability to work in a fully remote position. Some limited travel involved;
- Ability to manage multiple, competing priorities;
- US citizen or current green card holder.

#### Woka Foundation EEO Statement

Woka values and supports a diverse and inclusive environment throughout its organization. All qualified candidates will receive consideration without regard to their race, religion, sex, sexual orientation, gender identity, national origin, disability, or any other status protected by local, state, or federal law. Candidates who contribute to Woka's broad commitment to diversity are encouraged to submit their materials for consideration.

#### Compensation

The salary range is \$87,000 - \$97,000, based on experience, with a competitive benefits package.

#### How to Apply

Applicants applying by December 15, 2025 will be given priority consideration, with the position open until filled. Please submit a cover letter and resume to [hire@wokafoundation.org](mailto:hire@wokafoundation.org). Please use your cover letter to describe your interest in the role and why you see yourself as a good fit for the Woka ethos.

Anticipated start date spring 2026.