



Organization: Laureus Sport for Good Foundation USA
Title: New York City Program Officer
Reports to: National Director
Location: New York City, NY

About Laureus Sports for Good Foundation USA

Laureus USA is a grant-making non-profit that equips the Youth Sports sector with the support, leadership development and collective capacity necessary to ensure that all young people in the United States have access to and can benefit from the life-changing power of sport. To make this possible, we (1) support youth sports programs through grant making and capacity building to grow their impact, (2) strengthen communities by empowering local leaders and working alongside them to drive positive change through sport, and (3) organize the Youth Sport sector through convening, research & evaluation, and strategic advisement.

Laureus USA is part of a global Laureus Sport for Good network that includes eight other Laureus National Foundations and a Global Foundation. These constituent elements, collectively, have made more than \$200M in grants supporting more than 300 projects serving more than 6 million youth around the world over the past two decades.

Laureus USA also collaborates with Laureus World Sports Academy members and athlete ambassadors to drive awareness for the sport for development sector, advocate for increased resources and funding, bring media attention to the issues facing youth and to showcase how sport can be used as solution for pressing social issues and a tool for lasting change.

About Sport for Good NYC

Founded in 2018, Sport for Good NYC is a coalition of people and organizations that leverage the power of sport for social change throughout the city. The coalition is made up of more than 50 local organizations and is led by a Leadership Council of 12 cross-sector individuals. Sport for Good NYC works collectively to improve program quality, increase coordination, and expand awareness and funding of youth sports programs. We do this through coordinating trainings and social events, organizing roundtables and learning discussions, and taking collective action on projects like campaigns and advocacy.

Sport for Good NYC is part of the Laureus Sport for Good Cities program that also includes New Orleans, Atlanta, Chicago, London, Paris, Hong Kong, and New Delhi. This program has been recognized by the World Health Organization as part of their international health policy.

Position Summary

Laureus USA seeks a strategic, entrepreneurial, data-informed and organized professional who will provide leadership for New York City grants and programs. With a priority on grants management and coalition building, as well as strategic development and growth, the Program Officer will build on the existing work of Laureus USA and the Sport for Good NYC program.

Reporting to the National Director of Laureus USA, the Program Officer will be responsible for overseeing



and managing all New York City programmatic operations to improve and better support our mission. The ideal candidate will have demonstrated success in program administration and facilitation and is excited by supporting community-driven outcomes and strategy.

Job Responsibilities

Grant making/Grants Management

- Oversee, administer, and make grants to local sport for development organizations through Laureus USA's grantmaking processes.
- Have quarterly check ins with grantees
- Conduct annual grants review with support from the Evaluation and Data Manager.
- Support grant partners in developing organizational capacity building plans.
- Manage the disbursement of capacity building funds for grant partner organizations.
- Ensure timely reporting and support data collection to capture grant partner metrics of success
- Participate in comprehensive annual grants evaluation with full program team
- Serve as reader for US-based RFPs and fully participate in programs team grant review process

Sport for Good NYC Coalition Support

- Manage and support the Sport for Good NYC Leadership Council and corresponding committees
 - Build relationships and comradery amongst the Sport for Good NYC Leadership Council
 - Work in partnership with Sport for Good NYC Leadership Council to build collective goals and KPIs aligned to Laureus' national vision and strategy
 - Prepare agendas and facilitate meetings for Sport for Good NYC Leadership Council and corresponding committees to drive process towards collective goals and KPIs
 - Ensure regular communication and updates between the Sport for Good NYC Leadership Council and wider coalition
- Build, support, and empower the Sport for Good NYC Coalition
 - Recruit organizations, companies, funders, and individuals to join as members of Sport for Good NYC
 - Ensure that Sport for Good NYC events (trainings, Town Halls, networking events) drive towards the overall needs expressed by members
 - In partnership with Data and Evaluation Manager, facilitate regular surveys, focus groups, and measurement to understand collective needs and align activities accordingly
 - Represent the Sport for Good NYC collective voice in conversations with Laureus staff, partners, and stakeholders

Partnerships, Fundraising, and Events

- Build strong relationships with various stakeholders that will reinforce or enhance Laureus USA's vision and strategy
 - Network and grow relationships with local nonprofit organizations, government agencies, funders, schools, and other stakeholders that are actively working in or have an interest in sport for development.
 - Provide guidance and take a leadership role in creating a local fundraising strategy and support fundraising efforts led by the Development team as needed/appropriate
 - Participate in complementary city-wide initiatives that align to Laureus vision



- Facilitate introductions between various stakeholders as opportunities present themselves
- Build strong relationships with local professional teams and athletes to cultivate local Sport for Good Ambassadors
- Run or participate in local and national events that will reinforce or enhance Laureus USA's vision and strategy
 - Be active in the youth and community development communities; participate in conferences, workshops, networking events, and other thought leadership activities
 - Facilitate relationship between Laureus USA staff and local partners to plan and execute events as needed or requested
 - Represent Laureus with local and national funders and other strategic partners as needed
- Other duties as assigned: Laureus USA is a small and growing organization and every staff member is expected to provide support to the broader Laureus USA team and adapt as needed to achieve our mission.

Candidate Attributes

- A demonstrable understanding of and commitment to equity and inclusion across all forms of diversity and difference
- A commitment to shared learning and shared leading across all relationships
- Demonstrable knowledge of the sport for development, youth development, and philanthropic sectors
- Ability to make data-driven decisions and cultivating a data-driven, results oriented team culture
- Strong verbal and written communication skills
- Strong experience using Salesforce
- At least five years of experience in program and/or grant management and coalition building.

What You Can Expect:

Laureus USA has a high-performing culture characterized by our desire to provide our staff members with the support, resources, and information they need to be successful in our organization and in the non-profit field in general. If you take on this position, you can expect to be offered a compensation package, including salary and benefits, that will be commensurate with your experience and competitive within the nonprofit sector.

Laureus USA employees must be fully vaccinated for COVID-19, and, if hired, present proof of vaccination by start date.

To Apply:

To apply for this position, please select the "Apply Now" button at the bottom of this link: [Program Officer \(richemont.com\)](https://richemont.com) (Note: Richemont is the corporate sponsor Laureus Sport for Good). Laureus USA is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.