



Job Description: Program Manager, Equity in Education

Reports to: Program Lead, Equity in Education

Status: At-Will, Full Time Exempt

Organization Overview

Skyline Foundation is a Palo Alto-based family foundation that funds local, national, and global organizations addressing problems at their roots and shifting systems toward a more equitable and just future. The foundation works in four program areas: climate solutions, just democracy, equity in education, and birth justice. Prior to 2023, Skyline was known as Yellow Chair Foundation. With a small team in place, Skyline is growing to strengthen the foundation's relationships with grantees and increase its grantmaking.

In 2025, Skyline gave \$122 million to 338 organizations. The foundation has a long-held philosophy that emphasizes a high level of trust in the leadership of the organizations it funds. Skyline seeks to create lasting partnerships with grantees that align with the principles of trust-based philanthropy and the time horizon needed to create and sustain change on complex social issues. Most grants provide general operating support over multiple years. The foundation's work is guided by its core values of gratitude and hope; justice and opportunity; curiosity and humility; trust and partnership; and urgency.

Skyline Foundation believes that every learner deserves an education that inspires curiosity and expands opportunity. Our education work focuses on the conditions that shape how systems function, with an emphasis on the areas most likely to drive meaningful, long-term change. We support efforts that promote engaging and effective learning environments and advance more equitable access to opportunity. This includes work to strengthen pathways through education and improve how systems support students over time. We also invest in efforts that expand access to knowledge, including initiatives that make information and learning tools more widely available.

Job Summary

The Program Manager, Equity in Education is a dynamic, engaged contributor to the overall efforts of Skyline Foundation, focusing on the issue areas pertinent to Skyline's education program. The Program Manager's core responsibilities include working on the execution of Skyline Foundation's

strategic priorities in education, commitment to trust-based philanthropy, equity, and building partnerships with grantees. The Program Manager will also contribute to the emerging grantmaking strategy by analyzing results and contributing to ongoing improvements in the education program.

Responsibilities

Grantmaking

- In partnership with the Program Lead, Equity in Education, identify and assess potential grantee organizations in relation to the program strategy
- Partner with grantees and potential grantees on applications and reporting to reduce the burden on grantees to access and manage grant funds
- Invite proposals and prepare docket materials to recommend prospective grants to the board
- Maintain relationships with grantees through periodic meetings and attending important convenings
- Guide applicants and grantees throughout all stages of the grantmaking process
- Partner with grants management to ensure efficient, accurate, compliant, and streamlined grantmaking processes and understand grantee financial health reviews
- Participate in assessing grants and programs by analyzing grantee reports to share learning, progress, and outcomes to build a better understanding of the ecosystem and program impact

Program Leadership & Relationships

- Deepen current and develop new relationships with a broad range of public, private, nonprofit and advocacy partners; work collaboratively to identify strategic approaches to support the education field
- Become trusted partners to their grantees
- Provide thoughtful and relevant support and assistance to prospective and current grantees
- Continually survey the regional, national, and international landscape, where applicable, to identify emerging innovations, opportunities, and trends, further partnerships in the equity in education program and in philanthropy, to increase the knowledge base about the needs of communities and grantees
- Conduct research and develop internal communication materials on education topics that could become areas of focus for grantmaking
- Contribute to a continuous learning environment within the foundation team that includes creation of opportunities for shared learning among staff

Organizational Collaboration & Process Improvement

- Participate in foundation staff-wide activities to continuously improve foundation processes, build collegial culture and encourage cross-departmental learning
- Collaborate and share information with colleagues within the foundation through active use of foundation knowledge management systems

Experience

- Minimum seven years' work experience in or alongside K–12 public education, particularly in contexts serving students who have been historically underserved
- Strongly prefer experience in a nonprofit organization
- Prefer experience in education innovation, technology, and/or AI
- Three years leadership experience in decision making or advising decision makers in relevant nonprofit, government, philanthropy, or private sector
- Demonstrated experience in implementing effective strategies for promoting equity in education
- Proven experience with Microsoft Office, project management, and database programs

Knowledge, Skills, and Abilities

- Knowledge about research, trends, emerging practices, and innovations related to education
- An existing network in the education field
- Excellent writing and editing skills and the ability to produce high-quality writing on deadline
- Willingness to challenge conventional thinking and research new and big ideas
- Ability to work with emerging strategy by testing ideas, asking good questions, surfacing insights, and refining direction
- Commitment to trust-based philanthropy and a willingness to take on the burden of work for grantees
- Knowledge about nonprofit organizations and the infrastructure needed to execute the work
- Strong team player that embraces Skyline's values
- Outstanding relational, interpersonal, and collaboration skills, both internally and externally
- Effective written and oral communication skills in English

- Combines a curious, collaborative sensibility and work style with the ability to implement innovative ideas and solutions that serve the goals of the program and the entire organization
- Passion and commitment to advancing justice and equity
- High personal and professional standards of transparency and accountability
- Adept at working with people from diverse backgrounds, including staff and board members from grantee organizations and other funders, field experts, and those with divergent political and world views
- Empathy and respect for those who do the hard work of leading and raising money for programs and organizations
- Ability to handle sensitive information confidentially and with discretion
- Welcome feedback as a means to personal and professional growth

Physical Demands / Work Environment

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is currently based in Palo Alto and San Francisco, California. Staff are working in a hybrid environment. The Program Manager is expected to work from the foundation's shared office in San Francisco a minimum of one day per week on Thursdays and a minimum of one day per month in Palo Alto. While performing the duties of this position, the employee is required to spend extended periods of time at a computer.

Compensation and Benefits

The salary for this position is \$155,000 USD. Offers are based on the position's responsibilities, candidate's experience, and Skyline's practice of maintaining salary equity within the foundation.

Skyline Foundation offers excellent benefits for eligible employees. Current benefits include 100% medical (HMO and PPO options), dental, and vision coverage for employees and dependents; up to 15% employer contribution to employee retirement plan; life insurance, disability insurance, vacation, and sick leave; paid parental leave; an adoption benefit; paid time off to volunteer for nonprofit organizations; and opportunity to direct discretionary grants.

To Apply

Please email a cover letter explaining your interest in the position and a resume to recruitment@skylinefoundation.org, with the subject line "Program Manager, Equity in Education"
No phone calls, please.

Application Deadline: April 3, 2026

Skyline Foundation is committed to creating a diverse and inclusive workplace and is proud to be an equal opportunity employer. We consider all qualified applicants for employment and our company policy prohibits unlawful discrimination based on race, color, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, religious creed (including religious dress and grooming practices), marital status, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information and characteristics, sexual orientation, gender identity or expression, military or veteran status, or any other basis protected under federal, state, or local laws.

All final candidates must provide three relevant employment references and be able to verify the right to work in the United States.