



Job Description: Program Manager, Birth Justice

Reports to: Program Lead, Birth Justice

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, 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 \$101 million to 207 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 envisions a world where every person can experience a healthy, empowering birth, made possible by trusted, accessible, integrated midwifery care that centers each person's choices, expands equitable access for communities too often excluded, and honors well-being throughout pregnancy, birth, and beyond—so families can thrive with dignity, safety, and self-determination.

Job Summary

The Program Manager, Birth Justice is a dynamic, engaged contributor to the overall efforts of Skyline Foundation, focusing on the issue areas pertinent to Skyline's birth justice program. The Program Manager's core responsibilities include working on the execution of Skyline Foundation's strategic priorities in birth justice with a commitment to trust-based philanthropy, equity, and building partnerships with grantees. The Program Manager will also support the grantmaking strategy by analyzing results and contributing to ongoing improvements in the birth justice program.

Responsibilities

Grantmaking

- In partnership with the Program Lead, Birth Justice, identify and assess potential grantee organizations in relation to the program strategy
- Partner with grantees and potential grantees on applications and reporting to reduce administrative burden in accessing and managing 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

- Become a trusted partner to birth justice grantees, providing thoughtful and relevant support and assistance to applicants and grantees.
- Document and track the regional, national, and international landscape, where applicable, to identify emerging opportunities to advance the midwifery field to inform grantmaking, further partnerships in the Birth Justice program and in philanthropy, and to increase the knowledge base about the needs of communities and grantees
- 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 midwifery field
- Conduct research and develop internal communication materials on topics that are current or future areas of focus for grantmaking and inform the board about health policy and regulatory changes that will impact the field and the goals of the portfolio

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

- Contribute to a continuous learning environment within the foundation team that includes creation of opportunities for shared learning among staff

Experience

- Minimum seven years' work experience in midwifery or public health, particularly in contexts that relate to the advancement of the midwifery model of care nationally
- Strongly prefer experience in philanthropy and/or a nonprofit organization, especially in funder organizing
- Prefer experience in public healthcare policy and financing related to reproductive health and midwifery
- 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 the strategies of the program

Knowledge, Skills, & Abilities

- Knowledge about research, trends, emerging practices, and innovations related to the integration of midwifery in the US healthcare system
- An existing network in the birth justice, reproductive health, maternal child health, midwifery, or related fields
- 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
- Proficiency with Microsoft Office, project management, and database programs

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 & 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 grants from a donor advised fund.

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, Birth Justice"
No phone calls, please.

Applications are due by Friday, August 14th.

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.