



Native Cultures Fund Senior Program Officer

JOB DESCRIPTION

October 2021

Location:	Bayside, CA, and remote work as required per COVID-19 safety protocols (see below)
Department:	Strategy, Program, and Community Solutions
Reports to:	VP of Strategy, Program, and Community Solutions
Time Commitment:	Full time M-F, including occasional weekend and evenings as needed.
Status:	Regular, Exempt
Market Wage:	\$69,125/annual salary for full time
Hiring Range:	\$55,300-\$62,213 depending on experience, plus health benefits, retirement benefits, paid holidays and sick time, applicable relocation subsidy

About Humboldt Area Foundation

Humboldt Area Foundation (HAF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon and adjacent Tribal Lands by promoting and encouraging generosity, leadership, and inclusion to strengthen our communities. Through the generosity of local and national philanthropic donors, HAF has awarded more than \$95 million in grants and scholarships since 1972. HAF—along its family of organizations including the Wild Rivers Community Foundation, Humboldt Health Foundation, Native Cultures Fund, and others— focuses its grantmaking and program efforts on strengthening community capacity and transforming our communities’ ability to solve problems and address the root causes of those problems. In early 2021, the foundation adopted four goals focused on vital issues for its next decade of action and support: **Racial Equity**, a **Just Economy**, **Thriving Families and Youth**, and **Healthy Ecosystems and Environments**. As part of this new focus, the organization is making significant organizational shifts to support this dynamic and growing region in the Pacific Western United States.

About Native Cultures Fund

Native Cultures Fund is a 20 year collaboration between philanthropy and Native cultural leaders in northern California to support the cultural revitalization of Indigenous California lifeways, teachings, arts, and intergenerational transmission of knowledge. The program is guided by an active NCF Advisory Council in partnership with staff employing a decolonization lens. NCF is a program of the Humboldt Area Foundation, and benefits from additional philanthropic support and partnerships from foundations such as the Hewlett Foundation and individual donors who wish to promote Native leadership and culture.

NCF offers cultural grant programs, scholarships for Native students active in their cultural communities, capacity building for Native led organization within philanthropy, advocacy around Indigenous issues, and gatherings to support the cultural momentum and of California Native leaders to tackle the problems that face their communities. NCF's approach to philanthropic work includes a commitment to Native-led distribution of resources, centering cultural leadership, and a broad definition of culture that encompasses all of the lifeways and systems of knowledge that Native people are protecting and developing in the wake of genocide.

The staff of NCF, HAF leadership, and the NCF Advisory Council have identified collective leadership as a powerful, indigenized staffing model to move NCF forward. The Advisory Council is made up of California Native culture practitioners and community leaders who are integral to the vision of NCF. NCF's co-Senior Program Officers work together with the Advisory Council's guidance to implement the vision within the best practices of philanthropy. NCF is a program in the Community Solutions team reporting directly to the Vice President of Strategy, Program & Community Solution at Humboldt Area Foundation and actively collaborates across the organization with teams from finance, advancement, grantmaking administration, and other functions.

Job Description Summary

The Native Cultures Fund (NCF) is focused on cultural revitalization in Native communities in California from the Tolowa Dee-ni' Nation in the north, to the Paiute and Shoshone territories in the east, and south to the Chumash homelands. The two Senior Program Officers (SPO) at NCF are expected to co-direct the fund, to be a visioning partners between communities across California and philanthropy to create programs and connections to foster the growth and thriving of California's Indigenous cultures. The two Senior Program Officers (SPO) also advance HAF's goals around racial equity, thriving youth and families, and environmental justice, by specifically guiding the growth of NCF programs in continued collaboration with Native cultural leaders.

Essential functions include:

- Facilitating the continued growth of Indigenous cultural revitalization efforts across diverse Native communities,
- Conducting community outreach and listening,
- Program strategy design and growth across NCF opportunities,
- Creating a strong relationship with the NCF Advisory Council, fellow Senior Program Officers, and HAF staff to create a decolonized approach to leadership and decision making,
- Cultivating partnerships with Native led organizations and individuals dedicated to cultural revitalization,
- Communicating the work and opportunities within NCF's service region to philanthropy and donors with HAF's Advancement and Philanthropic Innovation Team,
- Administering and developing grants and scholarships,
- Monitoring and evaluating program efficacy and impact, and adapting strategies accordingly,
- Developing convenings to address cultural responses to pressing issues and support the wellbeing of culture bearers.

Essential Functions

- Maintain and develop grants and scholarship programs that support cultural revitalization across Native California communities with other NCF Senior Program Officer, and ensure they are executed with transparency, efficiency and according to the funders and donors intent
- Co-design and develop statewide cultural revival, community wellbeing, and advocacy programs to further the goals of NCF via convenings, capacity building, storytelling, and education
- Co-create NCF program vision and set priorities with Advisory Council and other NCF Senior Program Officer
- Work with NCF Advisory Council and HAF leadership to develop NCF staff and advisory board long-term structure and roles
- Seek opportunities, and build relationships, networks and partnerships to further the goals of NCF with fellow NCF Senior Program Officer
- Oversee the preparation of reports and analysis for program review and planning
- Co-manage NCF funds, budgets, contracts (e.g. advisors, designers, evaluators), and support staff
- Represent NCF and HAF in local, regional, statewide and national partnerships appropriate to fulfill the goals of the program
- Clearly articulate NCFs goals in outreach and communications, including information about grant and scholarship availability, opinion papers, media and outreach materials including distribution on social media, and websites
- Provide technical assistance to current and potential grantees, and ensure grantee follow up and success in implementation of funds
- Coordinate program with other foundation programs
- Supervise and mentor NCF Assistant with an eye toward their professional development and opportunities for growth
- Communicate to HAF board and staff as required regarding operations, successes and challenges
- Attend and contribute to HAF activities and meetings such as board committees, all-staff, leadership team and team meetings, staff training and professional development, learning and evaluation, communications, and other organizational-wide activities.
- Participate actively and contribute to HAF's related Strategy, Programs and Community Solutions team, and to Advancement and Philanthropic Innovation team's activities, advising about the intersection of Native cultural investments and racial equity, healthy ecosystems, and thriving families, providing updates on opportunities for co-investing in efforts, and collaborating with funders, for example.

Minimum Qualifications

- Five years of progressively responsible experience working in advancing cultural revitalization and nonprofit, executive, academic, or policy leadership efforts in Native communities which has provided the individual with the knowledge, abilities, and skills listed below:

Knowledge, Abilities, and Skills

- Knowledge and lived experience in advancing Native cultural revitalization efforts in California
- Ability to build relationships with Native cultural leaders, organizations, and potential donors
- Ability to communicate effectively with a diverse population, establish and maintain working relationships with individuals from diverse backgrounds, and demonstrated respect for cross-cultural and intertribal perspectives and experiences
- Experience in co-leadership and co-management with demonstrated commitment collaborative decision making, teamwork, and intra-team cooperation
- Knowledge of grantmaking procedures or nonprofit best practices
- Excellent organizational and project management skills
- Ability to take initiative as well as to collaborate in problem-solving
- Handles interactions with creativity, kindness, and diplomacy
- Maintains confidentiality and protects sensitive information in accordance with organizational standards and Indigenous protocols
- Ability to dream big and inspire radical imagination in others
- Proven ability to effectively manage a program including related budgets and grants and financial reporting and analysis
- Experience as an effective convener and facilitator of people of all backgrounds and beliefs, with a specialty in facilitating in Indigenous communities
- Strong written and verbal communication skills including social media savvy, public speaking experience, and business correspondence etiquette
- Proficiency executing intermediate functions with the Microsoft Office Suite (Word, Excel, Outlook, etc.)

Preferred Qualifications

- More than 5 years' experience in a related field including education, media, cultural revitalization, or social service
- Experience in leadership and mentorship of staff
- Experience working with advisory councils
- Experience working in philanthropy
- Experience creating new programs through community listening and engagement
- Applicable bilingual proficiency in California Indigenous languages
- Possess a current valid California driver's license and ability to be covered under HAF's auto insurance in order to work with community and attend events

Application Procedure

Please email the following two (2) documents in Word or PDF format to jobs@hafoundation.org:

- 1. Resume**
- 2. A cover letter**

We evaluate applicants based on how well they match the qualifications and vision listed. Please use your cover letter as an opportunity to explain your interest in the organization and position, and providing short answers to at least one of the questions below:

- What is your vision around what the future of California Indigenous cultural revitalization might look like?
- What elements of decolonization or indigenization would you want to apply to how NCF's works with programs, staff, and partners?
- How could your privilege (race, gender, socio-economic, positional, educational, experiential, etc.) serve you in this work? How are you using it to create more equity?

Please also note, that we do not consider references until the final stages of our hiring process and that they are not required in the information that you submit in your initial application. For more information about Humboldt Area Foundation, visit www.hafoundation.org.

Through the end of 2021, Humboldt Area Foundation staff are primarily working from home as part of a suite of COVID safety procedures aimed at protecting our colleagues and the communities that we serve. Ergonomic and efficient work from home set-ups are provided to all staff, along with temporary additional benefits aimed at supporting staff wellbeing. Covid-19 vaccinations are a mandatory requirement for employment and governance service at the foundation, with reasonable accommodations permitted for staff or board that have specific medically documented or sincere religious prohibitions that would not permit vaccination.

A relocation stipend may be negotiated. Humboldt Area Foundation is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, religion, creed, color, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances. Applications submitted for this position do not constitute a promise of employment.

Humboldt Area Foundation (HAF) and our affiliates are committed to diversity throughout our programs, environment, and workforce. It is our mission to "promote and encourage generosity, leadership, and inclusion to strengthen our communities" and our belief that taking active and intentional steps to ensure equal employment opportunity and create a working environment that is welcoming to all, will foster diversity and promote excellence in our work. To effectively serve a growing diverse population we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the continually changing communities we serve.

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____