



Strategy, Program and Community Solutions Senior Program Officer

JOB DESCRIPTION

May 2022

Location:	Crescent City or Bayside, CA; working or remotely or hybrid while HAF COVID-19 protocols are in place
Team:	Strategy, Program, & Community Solutions
Reports To:	Deputy Director of Strategy, Program, & Community Solutions
Time Base:	Full time, Monday-Friday, including weekend and evenings as needed
Hours:	8:30 am-5:00 pm, including occasional evening and weekend work as needed
Status:	Regular Exempt
Compensation Tier:	Senior Officer
Market Wage:	\$75,000/annually; expected at 1 year of tenure
Starting Pay:	\$62,500-\$67,500 depending on experience, plus health benefits, retirement benefits, paid holidays and sick time

About Humboldt Area and Wild Rivers Community Foundation

Humboldt Area Foundation (HAF) and Wild Rivers Community Foundation (WRCF) serves the residents of the California counties of Humboldt, Trinity, Del Norte, as well as Curry, Oregon. The Foundation recognizes the multiple tribal lands within this region, and we work with, support and honor the sovereignty of the indigenous people that are an integral part of our communities today. Through the generosity of local and national philanthropic donors, the foundation has awarded more than \$95 million in grants and scholarships since 1972. HAF—along with 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.

Job Description

The Strategy, Program, and Community Solutions (SPCS) team was developed to service our region and its many communities, empower the people, organizations, institutions, and businesses to achieve healthy, equitable, and sustainable success. One of the core functions of this team is to blend all of our resources—from skills to funding—to enable shared prosperity and well-being. The foundation provides

a toolkit of resources which include: Grant Funding, Loans, Scholarships, Leveraging outside funds, Donor Engagement, Programs, Convening & Networking, Capacity Building, Leadership Training, Advocacy, Research, Policy and Systems Transformation and Public/Private partnerships. Sr. Program Officers are responsible for 5 main areas,

1. Grantmaking and resource deployment
2. Development and ongoing management of Initiatives, programs and projects
3. Community Engagement
4. Collaboration and communication
5. Evaluation and Learning

Under these 5 main functions Sr. Program Officers will utilize their consultation and listening skills to surface community needs, provide analysis and bring back those needs and opportunities to the foundation in order to deploy resources across our 4- county region. The ideal candidate will carry out job duties with an emphasis on adaptability, responsiveness and critical thinking, cultural humility, respect for sensitive information and confidentiality, and have an ability to work collaboratively with community partners and staff teams.

This position is a full participant in working with the Strategy, Program, & Community Solutions (SPCS) Team, to practice organizational values of community, empathy, and equity. This organization works across departments to address community needs using a matrixed reporting and collaborative structure. The Sr. Program Officers will be called upon to serve on collaborative teams to meet responsive and urgent needs as well as programs and initiatives designed to meet longer term systemic community challenges, while also managing ongoing grantmaking, community engagement, and project management responsibilities.

Job Duties

Grantmaking & Resource Deployment

- Determine the blend of financial and human support resources that empower grantees and partners to succeed in our mutual goals
- Provide communication and reporting on current programs, grantees and collaboratives to the Deputy Director of Strategy, Program, & Community Solutions team and Advancement and Philanthropic Innovations (API) team as needed, with a focus on accountability and learning.
- Bring timely information and critical analysis to the foundation to aid in calibration of immediate needs and long-term approach for strategy, as the foundation practices grantmaking in response to urgent disaster related needs and long-term systemic issues.
- Coach, mentor and collaborate with program officers and Grantmaking Team to implement effective grantmaking and scholarships.
- Manage relationships with individual grantees and groups where the foundation is investing. This includes actively leading and participating in collaborative meetings, partner organization led events, and grantee activities as appropriate. Coordinate relationships in conjunction with the broader Strategy and Community Solutions team, and other foundation staff such as policy and communications.

Development and ongoing management of Initiatives, Programs and Projects

- Develop, manage and support implementation of initiatives and programmatic level strategies to fulfill the foundation's goals and values in collaboration with Senior Advisors as appropriate

- Initiate new and facilitate existing coalitions of collaborators and leaders advancing community-driven goals within Thriving Youth and Families, Racial Equity, Just Economy and/or Healthy Ecosystems and Environments.
- Responsible for implementation of grant funded work, including due-diligence, monitoring and tracking, evaluation, and support with data analysis and reporting.
- Collaborate with API team on fundraising efforts including creating funder briefings, meeting with funders and donors, and development of grant proposals including program content, community information and data, and creating outcomes and indicators.

Community Engagement

- Manage engagement processes and conduct community outreach and relationship building on a continuous basis, connecting the foundation to specific on-the-ground needs across the 4-county region.
- Maintain community relationships, professionally representing HAF + WRCF in public settings, and by articulating organization and team roles and goals, vision and values.

Collaboration and communication

- Collaborate with staff across departments for matrixed projects and duties.
- Collaborate closely with communications staff to develop strategies to promote success, learning, partnership opportunities, and active engagement including recommendations for social media, publications, and news outlets.
- Manage overall work plan for community events in coordination with the SPCS Program officers, Coordinators, Communications team and Senior Advisors, including timelines, deliverables, contracts, and provide technical expertise as needed for content development and materials
- Effectively communicate priorities and resources available to the communities the foundation serves and aid in navigating processes and systems, reducing barriers when needed.
- Represent HAF + WRCF and participate in conferences, workshops, briefings and other professional development opportunities to remain current on issues and philanthropic best practices.
- Collaborate with API team to provide context and understanding on community needs, program implementation, and portfolios of work

Evaluation and Learning

- Lead and conduct background research and analysis on key trends and developments relevant to strategy areas of the foundation, prepare briefing and advance materials to support the SPCS broad range of activities and engagements, both internally and externally. Projects and assignments will vary, and the capacity to be proactive, diligent and thorough will be essential.
- Lead brainstorming, design, and execution of new projects and programs that range across the portfolio of the SPCS activities.
- Lead and collaborate across teams to brainstorm and share learnings, and help develop, implement and support an evaluation framework to understand and share the impact of the organization's strategic goals and programs.

- Share resources and learnings organization-wide from philanthropic and community partner events, newsletters and social media.
- Efficiently manage new or unplanned activities with agility and flexibility as they arise.
- Maintain confidentiality and practice diplomacy in a variety of situations.
- Collaborate with the Data & Metrics team in providing relevant data and helping to craft a supporting narrative.
- Other duties as assigned.

Minimum Qualifications

- Five years of experience working in field of philanthropy and/or nonprofit sector that has provided the individual with the knowledge, abilities, and skills listed below:

Knowledge, Skills, and Abilities

- Knowledge, experience, and/or research in multiple of the foundation's four goal areas and five values. Lived experience is a plus.
- Past experience with discussing and successfully addressing and understanding issues of equity, diversity and inclusion
- Ability to build and manage relationships with community leaders, organizations, and be an effective partner in coaching to reach shared goals.
- Strong written, verbal, and effective use of different communications styles, including use of diverse techniques to engage with diverse populations, establish and maintain working relationships with individuals from different backgrounds, and demonstrated respect for cross-cultural and intertribal perspectives and experiences
- Experience in collaborative leadership with demonstrated commitment to joint decision making and critical thinking, teamwork, and intra-team cooperation
- Knowledge of grantmaking procedures, nonprofit best practices, and/or experience in leading mission-oriented organizations, Excellent organizational and project management skills particularly experience with budgets, project management, deadlines and oversight.
- Experience in leadership and mentorship of staff
- Excitement about the messiness of collaboration, human dynamics, uncertainty
- 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 cultural 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
- 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, community organizing, or social service
- Knowledge and/or lived experience in historically marginalized communities in the foundation’s four county service region
- Experience working with advisory councils, community advisors
- Experience working in philanthropy or non-profit finance
- Experience creating new programs through community listening and engagement
- Experience in grant writing
- Applicable bilingual proficiency
- 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

Physical & Mental Requirements of the Job

Work is performed in office and meeting settings as well as in community gathering places. This position experiences prolonged time on the computer and phone. Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, hearing, and lifting of up to 10 pounds.

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 it is our practice to take active and intentional steps to ensure equal employment opportunity, foster diversity and promote excellence in our work, and create a working environment that is welcoming to all. To effectively serve the growing diversity of the communities we serve we endeavor to hire and retain staff who are sensitive to and knowledgeable of the needs of the many diverse populations within those communities.

Employee’s Signature

HR Signature

Date: _____

Date: _____