



# Now Hiring

## Community Solutions, Strategy and Programs Senior Program Officer

**Job Title:** Community Solutions, Strategy and Programs Senior Program Officer  
**Location:** Crescent City or Bayside, CA  
**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  
**Starting Pay:** \$62,500-\$67,500 depending on experience, plus health benefits, retirement benefits, paid holidays and sick time  
**Application Deadline:** **This position will remain open until filled, however, priority consideration will be given to those who apply by 8am on June 6, 2022.**

### 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.

### **About the Opportunity**

If you are looking into utilizing consultation and listening skills for the community needs and opportunities, we want to work with you!

As Senior Program Officer, you will be responsible for five main areas including: Grantmaking and resource deployment; Development and ongoing management of initiatives, programs and projects; Community engagement; Collaboration and communication; and Evaluation and learning.

Under these main functions, you will utilize your 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. Ideally, you 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. You 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.

SPCS team was developed to serve our region and its many communities, and 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.

### ***Grantmaking & Resource Deployment***

As Senior Program Officer, you will determine the blend of financial and human support resources that empower grantees and partners to succeed in our mutual goals. You will also 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.

You will be responsible for bringing 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.

Meanwhile, you will coach, mentor, and collaborate with program officers and Grantmaking Team to implement effective grantmaking and scholarships. You will have an opportunity to 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. You will 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***

In this position, you will 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. As a part of your responsibility, you will 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.

Meanwhile, you will be responsible for implementation of grant funded work, including due-diligence, monitoring and tracking, evaluation, and support with data analysis and reporting. There will be an opportunity to 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***

With your active participation in the community, you will 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. You will also 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***

You will work closely with various staff across departments for matrixed projects and duties. As an example, you will collaborate with Communications staff to develop strategies to promote success, learning, partnership opportunities, and active engagement including recommendations for social media, publications, and news outlets. You will also collaborate with our API team to provide context and understanding on community needs, program implementation, and portfolios of work.

In addition, you will 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. We expect that you will effectively communicate priorities and resources available to the communities the foundation serves and aid in navigating processes and systems, reducing barriers when needed. You will have an opportunity to represent HAF + WRCF and participate in conferences, workshops, briefings, and other professional development opportunities to remain current on issues and philanthropic best practices.

### ***Evaluation and Learning***

In this role, you will 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. You will also lead brainstorming, design, and execution of new projects and programs that range across the portfolio of the SPCS activities. Additionally, you will 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.

Meanwhile, you will share resources and learnings organization-wide from philanthropic and community partner events, newsletters, and social media. As a part of your responsibility, you will efficiently manage new or unplanned activities with agility and flexibility as they arise. Moreover, you will maintain confidentiality and practice diplomacy in a variety of situations and collaborate with the Data & Metrics team in providing relevant data and helping to craft a supporting narrative.

### **Ideal Candidate**

You have an ability to dream big, inspire radical imagination in others, and build and manage relationships with community leaders, organizations, and be an effective partner in coaching to reach shared goals. You find excitement about the messiness of collaboration, human dynamics, and uncertainty. You have past experience with discussing and successfully addressing and understanding issues of equity, diversity and inclusion, and experience in collaborative leadership with demonstrated commitment to joint decision making and critical thinking, teamwork, and intra-team cooperation.

You obtain 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.

Your proven professional skills include ability to effectively manage a program including related budgets and grants and financial reporting and analysis, take initiative as well as to collaborate in problem-solving, 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, and knowledge, experience, and/or research in multiple of the foundation's four goal areas and five values. Lived experience is a plus.

### **Application Procedure**

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

- 1. Resume**
- 2. A cover letter addressing at least one of the questions detailed below**

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 provide short answers to at least one of the questions below:

The Humboldt Area Foundation and the Wild Rivers Community Foundation announced a new shared Strategic Vision to guide our foundation efforts for the next ten years and beyond. The new strategic vision is an assertion of our values as well as a road map to guide how we invest and collaborate across our 4-county region. We envision a generational outcome of: A Thriving, Just, Healthy and Equitable Region.

This vision will be animated by four specific, decade-long goals:

- Racial Equity
  - Thriving Youth and Families
  - Healthy Ecosystems and Environment
  - A Just Economy and Economic Development
- 
- What is your vision for a thriving, just, healthy and equitable region and what might it look like 10 years from now?
  - What skills, methods and experience would you be able to provide to support the community in achieving that vision?
  - 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](http://www.hafoundation.org).

For questions, please email [jobs@hafoundation.org](mailto:jobs@hafoundation.org) or call Haley Clark, Director, Human Resources, Inclusion and People Development at 707-683-4881

*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.*