



HEADWATERS™

FOUNDATION *for* JUSTICE

Position Title: Program Officer, Black Movement Ecosystem
Reports To: Program Director Allison Johnson Heist
Open Until: Friday, January 29, 2021
Salary Range: \$63,851-74,454

About Headwaters Foundation for Justice

We are a Minneapolis-based community foundation that invests in grassroots organizing across Minnesota. We do this through grantmaking programs that support organizations and groups on the front lines of social change. Each of our programs invite people from the community to learn about and lead our grantmaking work. Since 1984, Headwaters has believed that the people who directly experience society's injustices are exactly the people who know the way to collective liberation. We fund a variety of groups, and we prioritize funding groups that are led by and for Black people, Indigenous people, and people of color.

Our mission is to amplify the power of community to advance equity and justice.

Our four core values are:

- **Advance Equity.** Our work supports movements and systems change that lead to individual resiliency and community power.
- **Demand Inclusion.** People who are most affected by inequity are often left out of decision-making work. We insist on changing that—nationally, regionally, and locally.
- **Transform Power.** We grow power through community-led grantmaking, donor education, and leadership development.
- **Trust in Community.** A community knows itself best, and its people need to lead the way to collective liberation. Our job is to listen to and support the solutions that will improve life for all Minnesotans.

Position Overview

In this newly created position, the Program Officer will play two important roles. First, they will design and facilitate the Black Seed Fellowship, which is one component of the Black Seed Project (see details below). Second, the Program Officer will co-facilitate the

Giving Project, Headwaters' community-led, cross-race, and cross-class grantmaking program.

Responsibilities:

Black Seed Project & Black Seed Fellowship

- Develop, coordinate, and facilitate the fellowship program and leadership development of the Black Seed Fellows.
 - Organize and facilitate fellows' retreats.
 - Support and hold fellows accountable in developing individualized work plans and personal leadership goals.
 - Conduct regular check-ins with the fellows using a coaching approach.
- Support fellows in developing yearly goals and work plans, regular coordination, and making necessary collective decisions for the program.
- Build relationships with Black-led movement organizations in Minnesota, including but not limited to those within the Black Seed Project and its leadership table.
- Facilitate the community-led grantmaking process for the Black Seed Fund.

Giving Project

- Co-facilitate the Giving Project program at Headwaters in partnership with Program Manager.
- Co-lead sessions of the Giving Project to support participants in raising funds for movements and making collective decisions as community grantmakers.
- Facilitate BIPOC caucus space for participants.
- Coach participants to meet personally defined fundraising goals.
- Participate in and contribute to the national Giving Project Network through meetings and retreats.
- Actively contribute as a member of Headwaters' Program Team: collaborate with team members, participate in annual planning and goal setting.

Ideal Candidate Qualifications:

- Be passionate about leadership development and dedicated to strengthening the growing ecosystem of Black-led movement organizations in Minnesota.
- Bring expertise in program and organizational development, coaching, and facilitation.
- Have a deep understanding of movement building, healing, and transformative justice.
- Demonstrate a long-standing commitment to community organizing and Black liberation, specifically from Black, Queer, and feminist perspectives.

- Have strong, trusting relationships in the Black community in Minnesota.

Skills and Experience Required:

- Coaching individuals in setting and achieving self-identified goals.
- Demonstrated experience moving groups and individuals to act towards common goals.
- Successful track record of developing and starting new initiatives.
- At least five years of experience in facilitating spaces with people from diverse backgrounds, preferably with an anti-oppression focus.
- At least five years of grassroots organizing experience.
- Excellent project management skills.
- Demonstrated commitment to personal integrity, striving for excellence, and collaborating with others to accomplish collective goals.
- Strong active listening skills.
- Self-motivated, effective problem-solver.

Skills and Experience Preferred:

- Experience (either paid or volunteer) in one-on-one fundraising from individuals, or prior participation in a Giving Project.
- Familiarity with Zoom and comfortable leading others on digital platforms.

About the Black Seed Fellowship:

For several years, Black organizers across the country have sparked a creative and powerful movement that pursues our collective liberation. Their work seeks to end systemic oppression, lift up the intersectional lives of community members, and demand Black leadership be followed and prioritized. Black communities in the Twin Cities have expanded the political possibilities for our movements' work toward justice.

The Black Seed Project and the Black Seed Fellowship invests resources in sustainable infrastructure, powerful diverse leadership, and cross-ecosystem coordination and alignment **The Black Seed Project resources the needs of Black-led organizations and invests in individual leaders.**

Headwaters provides programmatic coordination to ensure the success and sustainability of the Black Seed Project, the Black Seed Fellows, a Leadership Table, and ecosystem participants.

About the Giving Project:

The Giving Project, a program of Headwaters, is a process through which a dedicated and diverse group of community grantmakers builds a shared analysis, raises money

from their communities and makes grants to grassroots organizing groups through a collective and democratic process. Giving Project participants move significant financial resources to grassroots organizations pursuing social justice in Minnesota.

Headwaters is part of a national learning community of social justice funds. Together the network is dedicated to strengthening the Giving Project model through collaboration, shared political education, and our commitments to Black liberation and Indigenous sovereignty. Over the last five years, Giving Projects across the country have moved \$5 million from over 6,000 donors to frontline movements for justice.

More information about the Giving Project at Headwaters can be found on our website [here](#). For more information about the model and our national collaboration, visit www.givingprojects.org.

Current COVID-19 Circumstances:

Headwaters takes the safety and health of employees, their families, and adjacent communities seriously. That's why we observe the following COVID-19 policies:

- All employees currently work remotely from home and are required to have access to internet; Headwaters provides a monthly stipend to offset home office expenses.
- Staff meetings are held virtually using Zoom, Microsoft Teams, or other software platforms.
- Employee travel for conferences or professional development has been suspended for the duration of the fiscal year (July 2020 – June 2021).
- In-person meetings with donors, volunteers, or grantees have been suspended while COVID-19 circumstances are being monitored by an internal task force.

Shared Expectations:

- A commitment to Headwaters' mission and values.
- Willingness to advance strategic goals and outcomes established by the Board, the President, and Program Directors.
- Self-motivation and flexibility.
- Compliance with all operating policies and procedures.
- Strong interpersonal skills.
- Willingness to be a productive member of a community of colleagues, respecting differences while working toward shared goals, comfort with periods of ambiguity and change, and constructive participation in ongoing organizational development.
- Ability to work with diverse communities across lines of race, ethnicity, class, sexual orientation, gender identity, and ability.
- Ability to work as part of cross-departmental teams on special projects.
- A sense of humor.

Salary and Benefits

This full-time position is non-exempt with a salary range of \$57,851-\$68,454. Excellent benefits package, including 100% of employee-only and 90% of employee plus family and dependent health and dental insurance; a 401K retirement plan with a five percent employer contribution after a 90-day probationary period; and a flexible spending account. Headwaters also offers generous time off for professional development, holidays, sick time, and vacation.

Environment

Headwaters Foundation for Justice is an equal employment opportunity/affirmative action employer. We encourage women, BIPOC, LGBTQ people, and people with disabilities to apply. Regular work hours are weekdays from 9 a.m. until 5 p.m. Some evenings and weekends required.

To Apply

Submit your cover letter and resume in one PDF document via email with “Program Officer” in the subject line. Send to Human Resources at hr@headwatersfoundation.org. In your cover letter, please explain your interest and relevant experience in supporting the leadership of Black-led movements for change, and how your skills and commitments align with the position description.

Applications will close Friday January 29, 2021. Applications will be reviewed on a rolling basis—applicants are encouraged to submit their materials as early as possible.