



# HEADWATERS™

FOUNDATION *for* JUSTICE

**Position Title:** Program Associate  
**Reports To:** Program Manager Ray Martinez  
**Salary Range:** \$51,000-\$59,000

## 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

The Program Associate (PA) is the connector to and present among all aspects of the Program Team. In a typical year, this team supports community-led grantmaking through three to four different funds; recruits and supports 30 to 40 volunteers; hosts events; and coordinates across departments to support our grantees and amplify their work. The PA will manage the day-to-day details of the team, which is comprised of the

Director of Programs and Grantmaking, Program Officer- Black Movement Ecosystem, Program Manager, and Grants Associate. The PA sees the overall direction and flow of the team's work of moving money to organizations that lead local movements for justice. They support all logistics of community-led grantmaker and grantee partner meetings. They make sure Giving Project program participants and other grantmaking volunteers are well-supported and have access to what they need to be successful. The PA also supports their colleagues by managing calendars, external scheduling, and communications.

The ideal candidate has experience in supporting programs and teams. They have experience in group facilitation and are excited to share in leading group processes as needed and directed by program staff. They are confident in owning their role within a busy and growing team. They take projects on from start to finish, asking important questions and improving processes along the way.

## **Responsibilities**

### Meetings and Events Coordination

- Lead Program Team meeting and event logistics and details, including grantmaking meetings, trainings, special projects, and one-time gatherings.
- Demonstrate radical hospitality for all events, ensuring gatherings are inclusive, accessible, and organized.
- Plan annual Grantee Panel event, including budget management, vendor selection, registration, venue logistics, communications, and day-of event support.

### Community-Led Grantmaking Support

- Provide in-meeting support such as note-taking, secondary facilitator for group processes under direction of Program Manager.
- Work with various Program Team staff on multiple funds to support community grantmakers (volunteers).
- Lead logistics for Giving Project participant recruitment, including schedule and process management.
- Schedule and manage site visits for grantmaking programs in partnership with Grants Associate.
- Partner with Program Manager on Giving Project curriculum development, workflow, agenda development, and programmatic strategy.
- Support Giving Project participants in their individual grassroots fundraising campaigns by collecting data and working with the development team to provide updates and track progress.

- Support evaluation processes by collecting and compiling information from participants.

### Program Team Coordination and Communications

- Serve as internal lead for team meeting scheduling and department calendar management.
- Provide administrative support to Director of Programs and Grantmaking.
- Work with Communications Associate to provide accurate and timely information about grants and grantees for website, organizational e-newsletter, and social media.
- Create and manage monthly grantee e-newsletter.

### **Required Skills**

- At least two to three years of project management experience with strong organizational skills.
- Experience managing multiple important projects.
- Comfortable working in a fast-paced environment with a keen attention to detail, accuracy, and deadlines.
- The ability to anticipate team and individual colleague needs and proactively meet them.
- Excellent customer service and cultural competency.
- Experience in group facilitation and co-facilitation, both in-person and virtual.
- Experience working with and supporting community volunteers.
- High proficiency in Microsoft Office and databases.
- Excellent written and verbal communication skills required (in person, via e-mail, and on telephone), and the ability to compose accessible and thoughtful correspondence.
- The ability to handle confidential information with complete discretion.
- Demonstrated commitment to personal integrity, striving for excellence, and collaborating with others to accomplish collective goals.
- A values-driven approach to new work or challenges.
- Experience organizing virtual meetings.

### **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 until early September 2021 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 platforms.

- Employee travel for conferences or professional development has been suspended for the duration until fall 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 **\$51,000-59,000**. 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. Due to the community-focused nature of this position, some evenings and weekends are required, with compensation time offered.